



POSITION ANNOUNCEMENT

DIRECTOR OF FINANCE

The City of Fredericksburg is seeking an experienced and dedicated professional to be the next Director of Finance.

The City of Fredericksburg is a vibrant community located 47 miles south of Washington, D.C., and 53 miles north of Richmond – in the fastest growing region in the Commonwealth of Virginia. Working for the City provides a career opportunity to make a meaningful difference in the lives of others. Our City team is committed to facilitating Fredericksburg’s continued progress in building an exceptional place to live, work and raise a family.

Position Description: The City’s Director of Finance leads the City’s Department of Finance and reports to one of the City’s two Deputy City Managers. The Department is physically located in City Hall in vibrant downtown Fredericksburg.

The Finance Department prepares for City Council and the community the Annual Comprehensive Financial Report, in conjunction with the City’s independent auditors. The City maintains a General Fund and several other operating and capital funds, including enterprise funds for water, sewer, transit, and the parking garage.

The Finance Department serves as the lead City Department for procurement and payroll functions. The City’s full-time authorized positions for FY 2025 is 555, and the City’s full-time payroll is \$41 million.

The Finance Department also assists the City Manager’s Office in the review and preparation of the City Manager’s Recommended Operating and Capital Budget, and the Recommended Capital Improvements Plan. The Director of Finance and the rest of the budget team serve as key staff to the City Council during the annual review and ultimate adoption of the City’s annual budget. The City’s current FY 2025 General Fund budget is \$127.9 million.

Experience with the issuance of debt is a definite plus in this position, as the Director of Finance works with the City Manager’s Office and the City’s financial advisors to issue debt as needed to fund the City’s capital projects. The City maintains strong credit in the financial markets, and Moody’s recently upgraded the City’s bond rating in conjunction with the 2024 bond issue to Aa1. The City’s rating with Standard and Poor’s for the same issue is AA+.

The City organization works to live “One team for a great community,” as a guiding principle. The next Director of Finance will join the Executive Leadership Team of the City, and will be charged with working with Economic Development, Planning, Public Safety leadership, Public Works, Transportation/Transit and other Departments to advance the City and the City Council’s currently adopted priorities.

The Finance Department includes nine General Fund full-time positions and the Department budget for FY 2025 is \$1,174,219. In addition, the Finance Department houses the two-person Utility Billing function for the City’s water and sewer funds. The City is currently in the midst of an exciting project to update and upgrade our water meters throughout the City.

Ideal Candidate Profile: The new Director will have comprehensive knowledge of the principles and practices of local government accounting, finance, and public administration. The Director must also demonstrate the ability to establish and maintain effective working relationships with City officials, employees, and the general public, and have proficiency in primary Microsoft Office suite applications. The ideal candidate will have familiarity with Tyler Munis software systems, which is the City’s financial software platform.

Education, Experience and Credentials: Applicants should have any combination of education and experience equivalent to a four-year degree from an accredited college or university with major course work in Finance, Accounting, Public Administration, or a related field. At least two years’ experience in a leadership position in government finance is required.

A Master’s Degree in a related field, and local government Finance experience within the Commonwealth of Virginia is a plus, as is designation as a Certified Professional Finance Officer by the GFOA. The City will consider other combinations of education, experience, and certifications - all reasonably qualified interested applicants are encouraged to apply.

Invitation: Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving community and the commitment to [City’s Core Values](#). The City’s hiring range for this position is expected to be in the \$120,000 to \$150,000 range depending upon qualifications and experience. The City also has a competitive benefits package, featuring generous annual and sick leave, health insurance and membership in the Virginia Retirement System.

Interested applicants are required to prepare a cover letter and resume, which should be submitted for review to FXBGhire@FredericksburgVA.gov.

First review of applications will occur on December 6, 2024, and the position will remain open until filled.

The City of Fredericksburg provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national

origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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