

TOWN OF Blacksburg VIRGINIA

Invites Your Interest in the Position of

DIRECTOR OF FINANCIAL SERVICES



The desirable [Town of Blacksburg, VA](#), seeks a fiscally responsible finance professional with high ethical standards and integrity to serve as its next **Director of Financial Services**. **Blacksburg's Director of Financial Services** is responsible for technical accounting, auditing, financial operations, budget management, utility billing, and debt and treasury management. This fantastic opportunity in an iconic University community is for the professional who is:

- well-rounded and skilled in their financial experience, demonstrating a background in local government finance, budgeting, personnel, payroll, utility billing, investments, OPEB, financial reporting, audits, and use of an ERP system.
- a motivating, honorable leader who is equally passionate about relationship development and numbers and has demonstrable experience nurturing a positive, proactive working environment where cross-training and collaboration are the norm;
- a public servant who has an innate moral compass to make ethical decisions that best serve the community;
- able to assess and analyze complex problems with conflicting priorities and recognize agendas, both internal and external, navigating complaints and conflict with ease;
- an impeccable communicator with proven interpersonal skills who can effectively and proactively communicate, with respect and empathy, complex financial issues to various stakeholders, including the town council, town management, staff, peer directors, and other stakeholders;
- skilled in building the capacity of staff, enhancing, and growing the technical knowledge among staff within a department;
- knowledgeable and has experience navigating federal and state grant contracts and reporting and adhering to strict deadlines to ensure compliance with grant funds; and,
- successful in leading teams through seasons of change – someone who proactively manages change and effectively navigates the impact of change/transitions on staff while building cohesion and uniting staff around shared values, goals, and strategic priorities.

About the Community:

Blacksburg is a beautiful town located in the New River Valley of Virginia, nestled on a plateau between the Blue Ridge and Allegheny mountains. Blacksburg serves as the hub of the Roanoke/New River Valley region. Established in 1798, Blacksburg has grown from a town of a few dozen families to a population of over 45,000 people, making it one of the largest towns in Virginia. The town is comprised of a healthy, highly educated, and diverse population, making it a very progressive community with a high quality of life. Blacksburg has activities that appeal to young professionals, families, and seniors. There are numerous parks to choose from, including the Brush Mountain Park (right), making the town an excellent venue for the outdoors lover.



Michael Carnrike/New River Land Trust

Downtown Blacksburg contains a unique collection of specialty retail and dining establishments, art galleries, and performance halls. Wide brick sidewalks line streets, flanked by decorative streetlamps, hanging flower baskets, and park benches.

At the core of Blacksburg's vibrant and engaging downtown is Virginia's largest land-grant university, Virginia Tech. The university continues to position itself as a major research institution. The presence of Virginia Tech as a corporate citizen brings significant advantages to the town's economy. The combination of approximately 35,000 students and 13,000 faculty, administrative staff, and support positions brings significant buying power to the merchants and tax base of the town. Growth in technology-based research and the spawning of businesses from the university's research park, the Corporate Research Center, reflect well on the area. The wealth of resources offered by a major academic institution makes the town an attractive venue for businesses.



The annual Blacksburg Bike Parade to create sustainability is a fun, family-friendly event that begins at the Virginia Tech Electric parking lot and ends at the Blacksburg Farmers Market.



Torrgergen Bridge, a well-known landmark, at Virginia Tech



Schools

The Town of Blacksburg is part of the Montgomery County School System with four elementary schools, one middle school, and one high school within Blacksburg. The public school system enjoys a reputation for graduating well-prepared students and has a low teacher-to-student ratio, offering each child an opportunity to obtain the best education possible. Several private schools also operate facilities within the region.



Blacksburg High School named one of the Top 100 **“Best STEM High Schools in Virginia”** by U.S. News 2021



Virginia Tech ranked 3rd in **“2020 Best College Campuses”** by Niche.com



TOWN RECOGNITIONS


- Named one of the **“Best Places in the U.S. to Raise Kids”** (Bloomberg Businessweek 2016, 2012, 2011)
- Named 5th **“Safest City in Virginia”** (National Council for Home Safety and Security 2021)
- Name **“Best Place in VA for Working Families”** (Zippia 2021)
- Named the No. 4 **“Best Affordable College Towns for Recent Grads – And Everyone Else”** (Realtor.com 2018)
- Named one of the Top 100 **“Best Places to Live”** (Livability 2018)
- Ranked No. 15 **“Best Places to Raise a Family”** (Wallet Hub 2019)
- Blacksburg named the **“Shortest Commute in Virginia”** (Business Insider 2019)
- Blacksburg named 13th **“Best College Town to Start a Career”** (Business Insider 2019)
- Blacksburg Transit named **“Outstanding Transit System of North America”** (American Public Transportation Association 2019)
- Recipient of **Virginia Municipal League Innovation Award for Community Health** for 2022 and 2023

About the Organization:

Since 1952, the Town of Blacksburg has been organized under the Council-Manager form of government. The Blacksburg Town Council, comprised of seven members, serves as the legislative body of the local government and is responsible for adopting all ordinances and resolutions, approving the annual operating and capital budgets, setting all tax rates, approving the five-year Capital Improvement Program, setting all user fees, making land use, and zoning decisions, and establishing long-range plans and policies. The town develops programs and proactively serves community members, anticipating issues and working toward carefully crafted community-based solutions.

The town's [FY 2024](#) budget totals \$97.2 million for all funds and supports a team of 346 full-time employees and 98.31 FTE part-time employees across eight departments, who deliver a wide range of services to the town's citizens. Blacksburg's budget is supported by a property tax rate of \$.26 per one hundred dollars of assessed valuation. Blacksburg maintains AA and AA2 bond ratings from S&P and Moody's, respectively.

Blacksburg's leaders are committed to maintaining the quality of life that Blacksburg is known for while adapting to support its growth and sustainability.



The next **Director of Financial Services** will work out of the Blacksburg Municipal Building, located in beautiful and booming downtown Blacksburg.

About the Department and Position:

The Town of Blacksburg's Financial Services department maintains a high standard of financial excellence by providing community members, vendors, and employees with exceptional ethical and professional customer service through collecting and disbursement of funds, financial reporting, management of assets, risks, and administrative and procurement services.

Reporting to the Deputy Town Manager, the next **Director of Financial Services** will manage the town's [\\$97.2M budget](#) (GF budget of \$45.9M) and oversee 18 employees, with 6 direct reports. The town's budget includes enterprise funds for solid waste, water/sewer, stormwater, and transit. The town's five-year capital improvement program of \$172.5M supports various capital improvement projects to further enhance the town's offerings. The department comprises five divisions:

General Administrative Support – The director is responsible for establishing and maintaining sound fiscal policies for the town; producing and monitoring the town's Capital Improvement Plan and Annual Operating Budget; management and investing; debt management. The division is also responsible for the town's mail and other administrative duties.

Accounting – Responsible for collecting and disbursing town funds; processing the payroll of the town and its fiscal agencies; issuance of business licenses; local tax billing and administration; delinquent tax collection; accounts receivable billing and collection of parking tickets. The division is also responsible for internal financial reporting.

Management Information Systems- Provides support and maintenance of the town's integrated financial management system and for preparing financial and administrative reports.

Purchasing - Responsible for all of the town's purchases in accordance with federal, state, and town laws. Recommends awards of appropriate bids and proposals. The division maintains vendor files and vendor relationships. The division is responsible for the disposal of surplus property.

Utility Services –Responsible for the billing and collection of the town's water, sewer, refuse and recycling services. This includes the registration and connection of new customers, reading and maintenance of the meters, and collection of delinquent accounts.

The Financial Services Department also manages financial responsibilities related to the Town's transit services. In addition, the Town serves as a fiscal agent for the New River Valley Alcohol Safety Agency and the regional airport.

The **Director of Financial Services** is responsible for grant management of funds for the town's transit, airport services, and ARPA funding. Experience with Federal transit funding is highly desirable. The **Director of Financial Services** also facilitates the sale of debt on a 2-3 year cycle. Blacksburg's Director of Financial Services maintains a trusting, collaborative relationship with its Council, presenting quarterly financial reports to the Council. The **Director of Financial Services** ensures consistent and transparent communication across the organization and within the community regarding financial matters and capital projects that align with the expectations and functions of the town's administration.

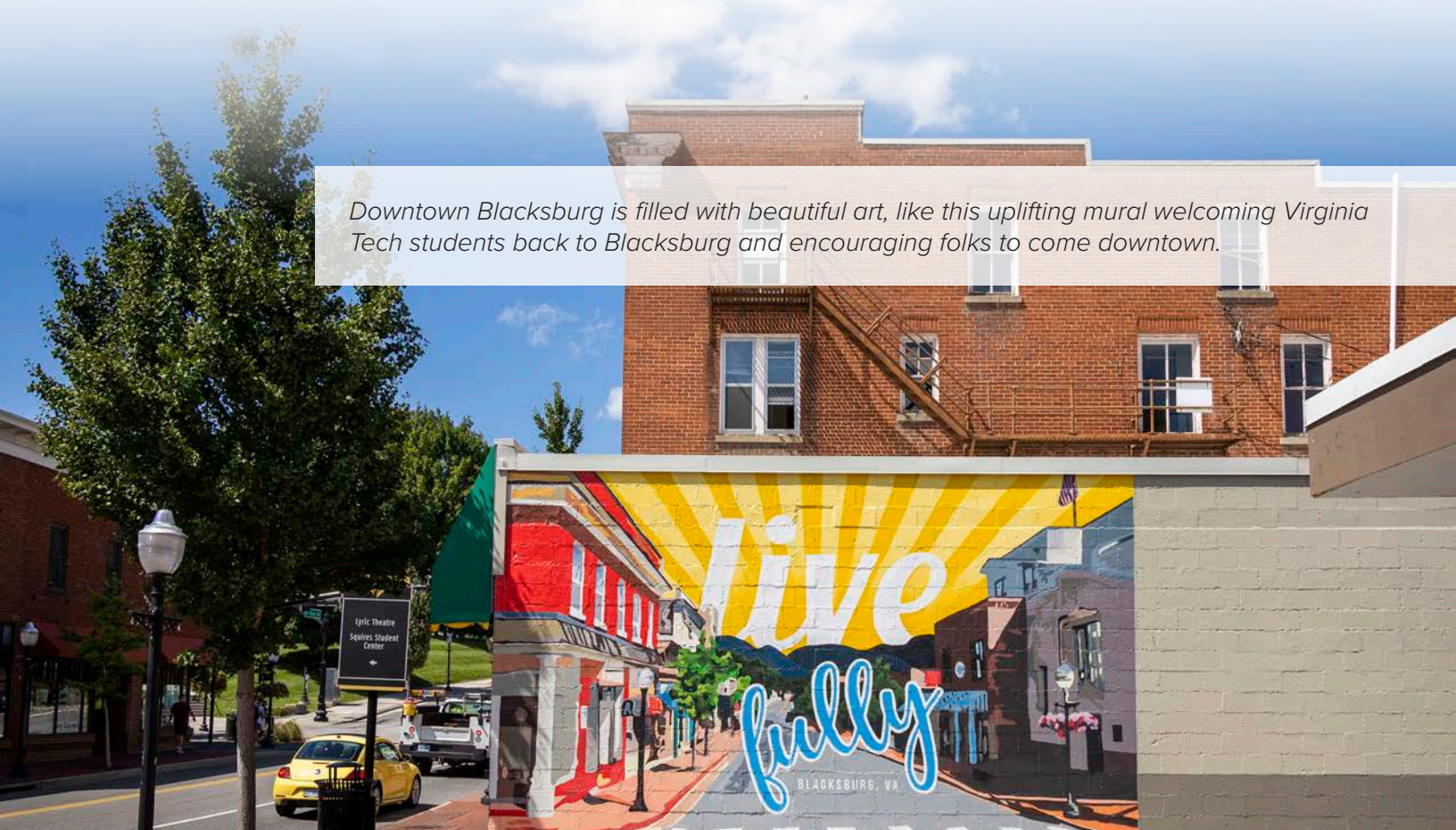
Key Position Priorities:

- Facilitate education and understanding of financial policies and procedures within the department and across the organization to build skills and improve communication and efficiency while balancing daily operations and ensuring compliance and adherence to deadlines across the department.
- Evaluate the town's budget and financial resources, working strategically with town leaders and the Council to define and understand the town's current and future needs for savings, operations, and capital while proactively exploring ways to generate new revenue to support the town's strategic priorities.
- Assess the department's processes, policies, and procedures and implement methods to improve efficiency, workflow, ease of technology, collaboration, and segregation of duties for enhancing internal controls while facilitating updates to the department's standard operating procedures (SOPs) and its software (Central Square Naviline).

Qualifications:

The following are **required**:

- A bachelor's degree in accounting, finance, business, public administration, or related field.
- 5 - 7 years of progressively responsible and broad-based professional experience managing financial and accounting functions for a local government or private industrial organization. An equivalent combination of education, training, and experience will be considered.
- The ability to be bonded and possess a valid driver's license in the State of Virginia
- **Preferred qualifications:** A master's degree and/or Certified Virginia Government Finance Officer designation; Certified Public Accountant (CPA).



Downtown Blacksburg is filled with beautiful art, like this uplifting mural welcoming Virginia Tech students back to Blacksburg and encouraging folks to come downtown.

Salary and Benefits:

The hiring range for the position is \$125,275 to \$152,710, depending on qualifications and experience. Significant relevant experience is required to obtain the higher end of the hiring range. The Town provides an [excellent benefits package](#). Residency within the Town of Blacksburg or the surrounding community is *preferred*.

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Director of Financial Services – Town of Blacksburg, VA** title. ***Please note the following:***

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **April 8, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **May 7-8, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hiring@developmentalassociates.com.

The Town of Blacksburg, VA is an Equal Opportunity Employer.



Hosted by Downtown Blacksburg, the annual Steppin' Out event features over 200 artists and crafts people from around the US, selling unique handcrafted items – jewelry, pottery, textiles, artisan foods and so much more!



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, and scroll down to "Important Information for Applicants."