




# ROANOKE, VIRGINIA DIRECTOR OF FINANCE





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## DIRECTOR OF FINANCE



Roanoke, VA (100,011 pop.) is nestled in the picturesque Blue Ridge Mountains of Virginia. Known as the "Star City of the South," Roanoke offers a vibrant blend of outdoor recreation, cultural attractions, and a rich history. Roanoke embodies the perfect balance between small-town charm and urban amenities. Roanoke is the largest city in Virginia west of Richmond.

Roanoke is a hub of arts and culture in Southwest Virginia, it is the home to several museums and cultural institutions. Roanoke is also a short drive to Virginia Tech and Radford University.

Roanoke boasts a diverse population, with a mix of young professionals, families, and retirees. The city's demographics include a range of ethnicities, ages, and socio-economic backgrounds, contributing to its dynamic and inclusive community.





**POSITION OVERVIEW:**

As the Director of Finance for the City of Roanoke, you will play a pivotal role in overseeing the financial operations and fiscal health of our municipality. This key leadership position requires a strategic thinker with a passion for public service and a commitment to financial transparency and accountability.

City Government: Roanoke operates under a council-manager form of government, where elected officials set policy direction, and a professional city manager oversees day-to-day operations. The city government of Roanoke operates with a focus on efficiency, transparency, and community engagement. Roanoke prioritizes infrastructure maintenance, public safety, and urban planning to ensure the city remains vibrant and livable.

The operating budget for the city is \$379 million and the Capital Improvement Plan (CIP) \$84.6 million. Through sound financial management the city has a maintained AA bond rating.

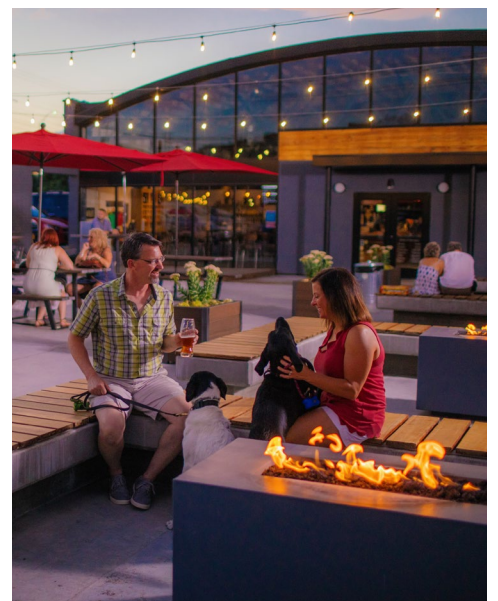
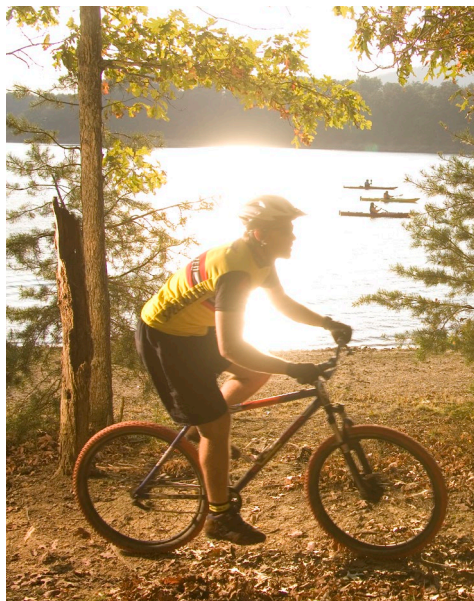




## FINANCE DEPARTMENT:

The Finance Department serves as the backbone of Roanoke's fiscal management, comprising five divisions dedicated to excellence in fiscal stewardship:

1. Finance and Accounting Division: The Accounting division is responsible for ensuring compliance with accounting principles, providing timely and accurate reports, and ensuring assets are safeguarded through proper internal control measures. The division is responsible for processing payroll for the City of Roanoke and supporting departments who use the three main financial systems by being a liaison between the end user and the Department of Technology.
2. Procurement Division: The division also coordinates with the Purchasing Department and all other City departments to ensure prompt payment to customers and vendors.
3. Retirement Division: The Retirement division is responsible for processing payroll for the City's retirees and administering the City of Roanoke's own retirement system.
4. Management and Budget Division: The Division of Management and Budget (DMB) is responsible for allocating financial resources through budget administration, expenditure monitoring, and long-term planning. DMB and Accounting work together to establish and maintain sound fiscal policies while planning and administering debt.
5. Real Estate Valuation: The Real Estate Valuation division is responsible for appraising all real property and administering the real estate tax bill, which is the City's largest resource for revenue.







## KEY RESPONSIBILITIES:

- Provide strategic leadership and guidance in areas of financial planning, budgeting, general accounting, accounts payable, payroll, revenue forecasting, retirement plans(457, 401 & 401H) administration and real estate valuation and procurement.
- Oversee the management of the city's financial assets, investments, capital improvements and debt portfolio.
- Ensure compliance with all local, state and federal financial regulations and reporting requirements.
- Direct the development and implementation of financial policies, procedures, and controls to safeguard city assets.
- Collaborate with the City Manager, executive leadership team and elected officials to develop sound fiscal policies and procedures to support the city's strategic goals.
- Manage relationships with external auditors, financial advisors, and other stakeholders to maintain the city's strong bond rating.

## IDEAL CANDIDATE QUALIFICATIONS:

The ideal candidate for the Director of Finance position will possess the following qualifications:

- Bachelor's degree in finance, accounting, public administration, or related field. Master's degree preferred.
- Ten years of progressive experience in municipal finance, including supervisory experience.
- Excellent analytical, communication and interpersonal skills.
- Demonstrated ability to lead and motivate a team in a fast-paced environment.
- Experience working with bond issuance, debt management, and investment strategies preferred.
- Experience working with a pension system preferred.
- Certified Public Accountant (CPA) or Certified Government Finance Manager (CGFM) designation a plus.
- Compensation: The salary range for this position is \$125,856 to \$201,370 DOQ, with an excellent benefits package.

## HOW TO APPLY:

The recruitment for this position is being handled by GovHR MGT. Candidates should apply by June 28, 2024 with resume, cover letter and contact information with five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of:

W. Lane Bailey, Senior Vice President, GovHR USA  
630 Dundee Road, #225, Northbrook, IL 60062  
Tel: 847-380-3240

The City of Roanoke is an Equal Opportunity/AA/M/F/Disability Employer