



**DIRECTOR OF FINANCE
CITY OF HOPEWELL
Hopewell, VA**

THE CITY

The City of Hopewell has been called the “Wonder City” because of its resiliency and tendency to bounce back. Despite many past challenges, including the loss of the industry that initially built the City and a fire that all but destroyed it in 1915, in 2016 Hopewell celebrated 100 years of incorporation.

Hopewell is currently in the middle of another renaissance – reinventing itself and enjoying economic growth and prosperity. There are new businesses, new restaurants, and new and exciting projects. The Beacon Theatre has been revamped and is already featuring some amazing artists. Hopewell is also home to many events, including the Kiwanis Leprechaun Dash, the Hopewell Recreation and Parks 5k Run/Walk, the Shrimp Feast, the Rotary Roast, Lunch and Lecture series, the James River Ball, Butts on Broadway, the annual Beer Feast, Hopewell Haunts, the Summer Concert Series, the Holiday Boat Parade, Light up the Night and so much more!

On the government side, the City of Hopewell is divided into seven wards, each having an elected representative on City Council. Councilors are elected in November, and their four-year terms begin on January 1. On the first Tuesday in January following an election, City Council holds a reorganization meeting where it votes and appoints a new Mayor and Vice Mayor. Each official serves a two-year term until the next Council election, when another reorganization meeting is held. At that meeting, City Council sets a meeting calendar for the entire year. Special Meetings and Work Sessions may be added when issues arise to conduct City business.

City Council appoints three direct employees of Council: City Manager, City Clerk and City Attorney. Together, the three appointees administer the operations of the City of Hopewell. In addition, City Council appoints volunteers to serve on City boards, commissions and/or authorities.

THE POSITION

Under limited supervision, the Director of Finance has high-level leadership, managerial and financial responsibilities for the City’s financial operations, including debt servicing, budgeting, accounting, financial reporting, grant accounting, payroll, accounts payable, procurement, and real estate assessment. The Director of Finance reports to the City Manager or designee.

Essential Responsibilities

In line with the responsibilities of the position, the Director of Finance:

- Provides overall management of the City's fiscal operations, budget administration and monitoring to ensure cost effectiveness and that purchasing and financial transactions are properly conducted in accordance with City administrative policies and procedures and conducts periodic internal audits or review of all funds and departments.
- Provides oversight of the areas of accounting, budget, payroll, workers compensation, and procurement and risk management and leads and coordinates long-range fiscal planning, the preparation of the annual budget, and capital improvement and financial planning.
- Provides leadership and strategic direction for developing, administering and communicating City financial and department policies and procedures to meet overall City goals and objectives, to meet legal requirements, promote cost effectiveness and responsiveness to both management and employees, and to attract, retain, and develop a highly qualified, motivated and effective workforce.
- Prepares the [Annual Comprehensive Financial Report](#) (ACFR) in a timely manner.
- Plans and directs the City's debt management program, to include determining the structure of special financing; provides assistance to the City's bond counsel to ensure compliance with the Virginia Public Finance Act bond covenants and MSRB; establishes and maintains relationships with the City's financial advisor(s) and rating agencies; may serve as the custodian of all retirement funds; manages relationships with retirement money managers and actuary and retirement system advisors, authorizes and manages cashflow and disbursement of City funds in accordance with officially established procedures.
- Develops proposals and reports as requested by the City Manager and ensures reports, studies, presentations and plans are appropriately processed in accordance with federal, state, and city laws and ordinances.

Qualifications

The qualified applicant will have a bachelor's degree in Business Administration, Finance Management, Accounting, Public Administration or related field and professional experience in public finance administration.

A master's degree in Business Administration, Finance or Public Administration; 10 years of progressively responsible experience in government accounting; and a Certified Public Accountant (CPA) license are preferred.

The qualified candidate will also possess the following knowledge, skills, and abilities:

- Comprehensive knowledge of Generally Accepted Accounting Principles and of general laws and administrative policies governing municipal financial practices and procedures.
- Thorough knowledge of Microsoft applications.
- Working knowledge of Information Systems principles and practices.
- Comprehensive knowledge of the principles and practices of governmental accounting.
- Thorough knowledge of the practices, methods and laws relating to municipal bond financing.
- Leadership, managerial, communication (oral and written), negotiation and presentation skills.
- Strong quantitative and analytical skills.
- Ability to work effectively with department heads and government officials.
- Ability to deal with multiple projects at the same time.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.
- Ability to prepare informative financial reports.
- Ability to plan, organize, direct and evaluate the work of subordinate employees.
- Ability to communicate complex ideas, both orally and in writing.

TO APPLY

The City of Hopewell is partnering with POLIHIRE to identify the next Director of Finance. If you are interested in this opportunity, please click [here](#) to submit a cover letter outlining your qualifications and your resume.