



Chesterfield County, Virginia

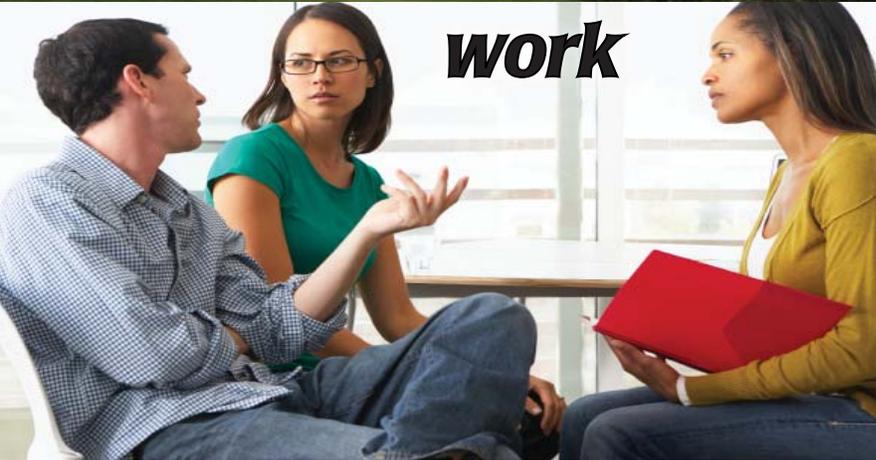
announces recruitment for the position of

Director of Accounting

A great place to
live



work



play



and learn



Living, Learning, Working and Playing in Chesterfield County

Strategic Location

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations and 60 percent of the corporate headquarters in the country.



Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 437 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fifth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2019, the county had approximately 348,000 residents. About 68.4 percent of the population is White, 24.3 percent is Black or African American, 9.2 percent is Hispanic or Latino, 3.7 percent is Asian, 2.9 percent is classified as "two or more races" and 0.7 percent is classified as "some other race." The median age of a county resident is 38 years.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27 degrees and July has an average temperature of 89 degrees.

Safety and Security

Public safety is a top priority for Chesterfield. Police, Fire & EMS, Sheriff and the Emergency Communications Center work in partnership to provide a safe and secure community, which preserves the highest quality of life for our residents. Chesterfield County is also proud of its progressive juvenile justice system, which works in conjunction with the criminal justice system, to help ensure public safety while supporting rehabilitation.

Chesterfield is devoted to ensuring the safety and security of the community through prevention, readiness and professional response, which require appropriate public safety staffing levels. The 2019 public safety workforce statistics include:

- Police department has 648 full-time employees
- Fire & EMS department has 516 full-time employees
- Sheriff's Office has 241 full-time employees
- Emergency Communications Center has 73 full-time employees

The county's public safety workforce is among the best in the nation. Recruitment and retention of quality public safety professionals is an ongoing priority.

Educational Excellence

Education is another top priority in Chesterfield. The county is responsible for its own public school system under the direction of an elected school board. With more than 61,000 students, it is the largest school system in the area and has established innovative, state-of-the-art programs to challenge all students at all levels.

Financial Integrity and Stability

Chesterfield County is one of fewer than 35 counties in the nation to hold **AAA ratings from all three major bond rating agencies**. This status reflects exceptional management of financial operations and conservative fiscal policies. The Chesterfield County Utilities Department is one of only a few water and wastewater utilities in the nation to have achieved **AAA ratings on its revenue bonds from the three top rating services**. The highest of bond ratings recognizes the Utilities Department's excellent financial profile, low debt burden, manageable capital plan and affordable rates as the keys to the department's success.

The county holds both the **Award for Distinguished Budget Presentation** and the **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association. The FY2020 budget for the county totals \$1.46 billion, with the two largest components of the budget being the county's general fund (\$733.7 million) and the school fund (\$734.3 million). The county's total assets of approximately \$3.6 billion are distributed throughout the county.

Accessibility

Transportation and Commerce

Chesterfield County's road system is a model of efficiency and convenience, with the county's main business corridors providing easy access to I-95, I-295, I-85 and I-64. The interstate and beltway system within the county can handle today's traffic flow without the gridlock experienced in other metro areas. The Chesterfield County Airport is the executive gateway into and out of the Greater Richmond area, and business and personal fliers have long preferred the county's



airport for its convenience and personal attention. Also easily accessible is the Richmond International Airport. Rail services, including CSX and Amtrak, are readily accessible,

no matter where you live or work in the county; and, in addition to deep-water industrial sites within the county, the Ports of Richmond and Virginia are within easy reach.

Digital Community

Chesterfield placed first on the Digital Counties Survey for the third time in the past six years. The county has been named among the top 10 counties nationwide five times in the past six years. This award recognizes Chesterfield's innovation in the use of technology to proactively address resident needs and expectations. As a digital county, Chesterfield recognizes that technology strengthens and connects the community.



Leaders in Healthcare

Chesterfield County residents have access to exceptional medical care, with leaders in the healthcare and medical research industry. There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Caring Community

- With a growing aging population, Chesterfield County recognizes that older adults want to live active and independent lives. The county offers a valuable resource, The Senior Advocate Office, which serves residents ages 60 and older, their family members and caregivers. It also provides information and referral services related to aging, caregiving and disabilities. The county is a collaborative partner working with other organizations to meet the needs of older residents.

- The county has a long-term commitment to reinvesting in its older communities and commercial areas to help maintain the vitality and high quality of life known within Chesterfield County. The school-based revitalization approach targets public investment in older schools, as well as supporting capital and community improvement projects in surrounding areas. In 2013, Chesterfield County voters approved a \$304 million bond referendum to support school facility improvements.
- The county has been recognized as one of the 100 Best Communities for Young People because of its efforts to ensure that young people graduate high school and go on to lead healthy, productive lives. These efforts are advanced through the Communities in Schools mentoring program and the Chesterfield Youth Services Citizen Board, which provides young leaders with the opportunity to have a voice regarding youth-related issues by planning programs and offering policy recommendations to the Board of Supervisors.

Life Long Learning

County Residents

Chesterfield County Public Library (CCPL) is an award winning 10-branch suburban public library system that annually helps hundreds of thousands of residents transform information into usable knowledge through a hands-on learning approach. This transformative learning experience enables residents of all ages to work with professional staff who provide access to up-to-date material collections in a variety of formats; aid in the use of hands-on, self-service digital resources and networks that allow residents to expand their knowledge base; and assist them in finding and interpreting information. In addition, the county's 10 library branches provide meeting space for hundreds of community organizations every year, and programs and events see over 60,000 attendees. The library also features small business centers, makerspaces, and serves as an important resource in disaster relief and preparedness.

County Employees

Chesterfield is currently among the leaders of local governments providing in-house development opportunities for 4,497 county government employees and 7,337 schools employees. Investing in the staff's professional development has produced an outstanding workforce that consistently delivers quality services in an efficient manner. Grounded in the county's mission, the Learning & Performance Center provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the residents and other customers of the county.

Award Winning County

- Chesterfield County received **seven achievement awards from the National Association of Counties (NACo)** in 2019.
- Chesterfield County received **two achievement awards from the Virginia Association of Counties (VACo)** in 2019.
- In 2014, Chesterfield County achieved a ranking of **22 on Training Magazine's Top 125** employers in the nation that provide outstanding employee development opportunities.
- In 2012, for the sixth time, Chesterfield County was designated as one of the **100 Best Communities for Young People** by America's Promise - The Alliance for Youth.
- Chesterfield County received the **Diversity All Star Award** from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the **17th Best Place to Live in America** by American City Business Journal.
- Chesterfield County received the **Award for Continuing Excellence (ACE)** in 2004.
- In 1994, the county received the **Gold Medallion Senate Productivity Award**.



Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county's chief administrative officer under the board's direction.

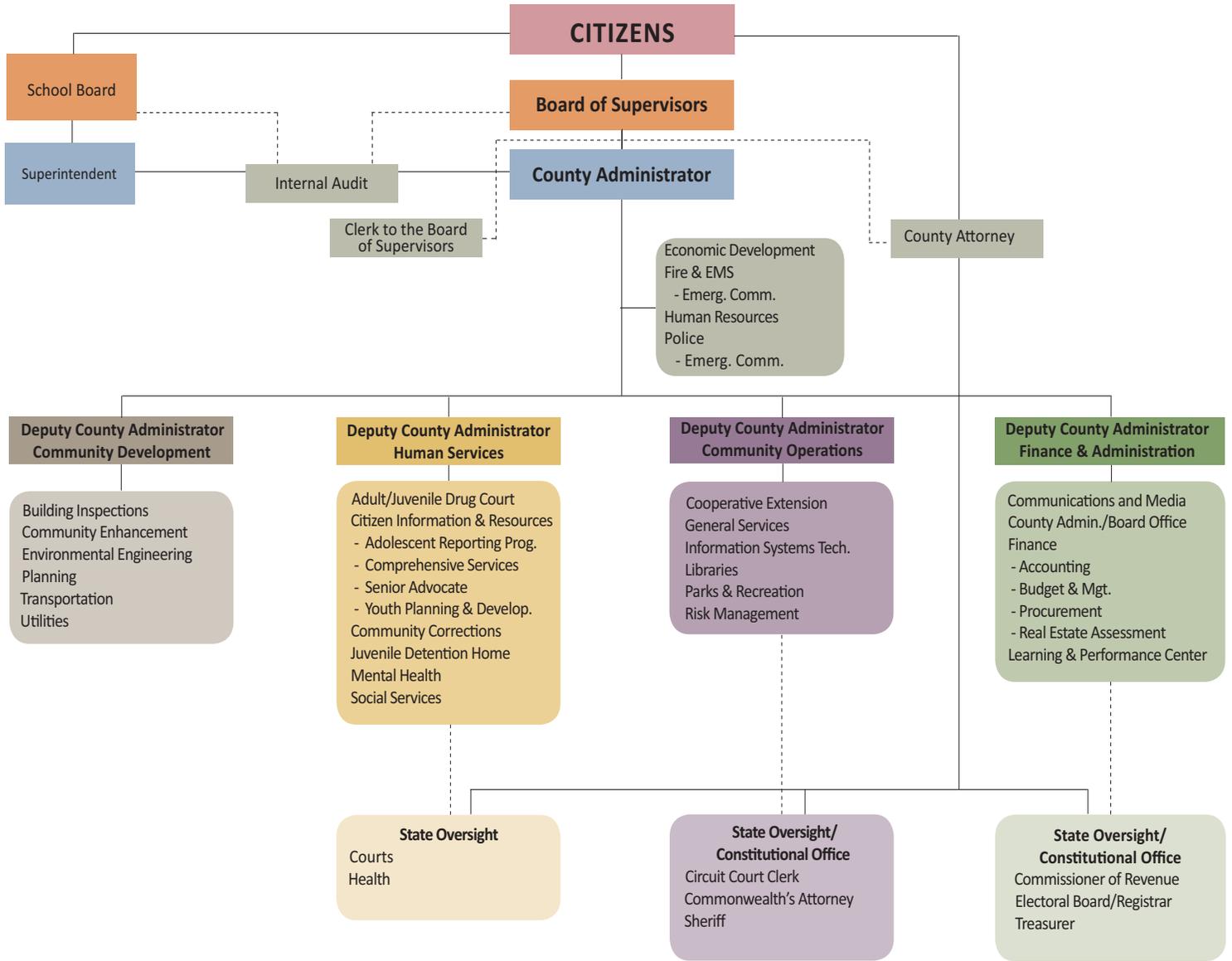
The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.

Chesterfield County Board of Supervisors



From left: James A. Ingle, Jr., Bermuda District;
James "Jim" M. Holland, Dale District;
Leslie A. Haley, Midlothian District;
Christopher M. Winslow, Clover Hill District;
Kevin P. Carroll, Matoaca District

Chesterfield County Organizational Structure



Chesterfield County Strategic Plan

Mission

Providing a FIRST CHOICE community through excellence in public service

Vision

To be an extraordinary and innovative community in which to live, learn, work and play

Values

Results, Innovation, Service, Ethics



Everyday Excellence



Safe and Secure Community



Robust Economy



Healthy Living and Well-being



Thriving Communities



Learning for a Lifetime

The Department

The Department of Accounting provides financial services to the County, including Chesterfield County Public Schools (CCPS), the Greater Richmond Convention Center (GRCCA), Appomattox Regional Governors' School (ARGS), Economic Development Authority, and other local/regional organizations while ensuring compliance with legal, regulatory, and professional requirements. The Accounting department provides financial programs such as: accounts payable, payroll, financial record keeping, reporting, accounts receivable, fiscal agent administration and administrative services.

The department has an annual operating budget of \$4.2 million. The Accounting department employees 46 staff members, is part of the Finance division and reports to the Deputy County Administrator for Finance and Administration.

The Position

The Director of Accounting will lead, plan, coordinate and direct the activities of the department. The director provides key leadership in managing the day-to-day operations of the Accounting department while providing high quality services and programs. The selected candidate will:

- Direct the efficient delivery of comprehensive financial programs, services and reports which safeguard public funds
- Lead the development of the department's vision for short and long-term strategic direction with the implementation of department initiatives in line with the county's strategic plan
- Implement consolidated county and school internal controls through policies, procedures and business practices that promote financial integrity and protect public assets
- Manage the daily operations of accounting services, to include, accounts payable, accounts receivable, payroll, grant accounting and compliance, and general ledger and chart of account functions
- Coordinate the county's annual external audit and prepare the county's Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP) and Government Finance Officer Association (GFOA) excellence in financial reporting program requirements
- Provide financial recordkeeping and reports that comply with GAAP and meet regulatory requirements to ensure financial accountability
- Maintain automated systems to support operational efficiencies in the collection and analysis of financial data and to ensure accurate and reliable financial records

- Partner with key departments on actuarial reports for supplemental retirement plans and other post-employment benefit plans
- Monitor and stay abreast of professional accounting, auditing and regulatory standards, including requirements of Governmental Accounting Standards Board (GASB), Auditor of Public Accounts, Internal Revenue Services (IRS) developments and post issuance compliance for tax exempt debt

The Ideal Candidate

The ideal candidate will be an experienced, knowledgeable, and forward-thinking leader with experience in governmental accounting with a proven record of success in government accounting for a comparable organization. The successful candidate will have strong analytical skills, exceptional interpersonal and communication skills and a track record in building and maintaining strong collaborative relationships working directly with elected officials, citizen committees, county departments, schools and the general public. The successful incumbent will be an individual who has strong leadership skills, detail-oriented, a high sense of integrity and ethics, and the ability to see the big picture of the organization.

Professional Skills and Management Style

- Effective leader with ability to communicate the vision, mission, and values of the department
- Strong working relationships with Board of Supervisors, county and schools leadership, regional leaders, community groups and citizens
- Strong management and leadership skills to deliver high quality financial and accounting services in an efficient manner
- Ability to partner, collaborate and maintain positive relationships with multiple groups in developing solutions to meet the needs of the county
- Possesses a high standard of excellence
- Fair in approach to decision making yet firm in application of policies, rules and laws
- Excellent analytical skills yet creative, with a strong focus on operational efficiency in government or in a complex organization
- Encourages and promotes a team oriented environment to build mutual trust, respect and cooperation
- Skill in organizing resources, establishing priorities and problem solving
- Strong commitment to the overall success of the organization

Professional Skills and Management Style (cont'd)

- Ability to manage with confidence and courage to do what's right, even in the face of adversity
- Strategic focus to support continuous improvement and excellence in the organization

Personal Traits

The selected candidate for this position will possess these personal traits:

- High level of integrity, ethics and trustworthiness
- Accessible and approachable
- Exceptional written & verbal communication skills
- Team oriented and consensus builder
- Self-motivated and committed
- Strategic thinker with ability to see "big picture"
- Strong analytical and problem-solving skills
- Tact and diplomacy
- Proactive in responding to issues
- Sound judgment with critical decision-making skills
- Works well under pressure with timely results
- Resourceful with solid consultative abilities
- Visionary, global thinker and thinks outside the box

Performance Expectations

Technical Knowledge

Knowledge of principles, methods and practices of public administration, government finance, and infrastructure financing; ability to understand countywide operations and knowledge of various departmental operations; perform a wide variety of complex accounting, financial, performance and management analysis work; prepare and present varied and complex financial statements, reports and analyses and draw logical conclusions; and develop financial management policies, procedures and internal controls.

Administrative Management

Ability to plan, organize, direct, coordinate and administer the functions of the Accounting Department; ability to listen and communicate effectively in writing and orally; ability to be objective and make sound, logical decisions; apply county codes, state and federal laws, as appropriate; interpret policies, rules and regulations; develop and maintain effective record-keeping systems and procedures; organize resources, establish priorities and problem-solve; and strong project management abilities.

Performance Expectations (cont'd)

Human Resource Leadership

Strong interpersonal and communication skills to effectively communicate the county's goals and needs to department staff; ability to inspire and motivate employees and display fairness in dealing with staff; demonstrate a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

Partnering/Collaboration

Excellent communication skills, including the ability to listen to and communicate with various segments of the organization; partner and collaborate with local, state and federal entities; maintain positive, cooperative working relationships with county and schools departments, and various boards/commissions; and work closely with elected officials, County Administrator and School Superintendent to keep them informed on a regular and timely basis of important issues.

Finance Division Priorities

- Promote use of technology and innovation while continually enhancing service delivery
- Recruit, develop, and retain a high-performing workforce
- Maintain compliance with changing laws, programs, and standards
- Foster positive working relationships with internal and external customers

Qualifications

Education and Experience

- Bachelor's degree in Accounting, Business Administration, Finance or related field is required. Master's degree is preferred.
- Minimum of ten years of progressively responsible related experience, including a minimum of five years in a supervisor/leadership capacity, or an equivalent combination of training and experience. Local government accounting/finance experience is a plus.
- Certification as a Public Accountant (CPA) and Public Finance Officer (CPFO) are preferred.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will have access to a comprehensive benefits package to include:

- Virginia Retirement System
- Executive Leave Benefit
- Paid Holidays
- Professional Development Opportunities
- Tuition Assistance and Reimbursement Program
- Employee Assistance Program
- Deferred Compensation
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Short-Term and Long-Term Disability
- Long-Term Care Insurance
- Flexible Spending Accounts
- Paid Parental Leave

Application Process

The application deadline date is January 23, 2020, at 5 p.m.

Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Mary Martin Selby, Director of Human Resources
Chesterfield County Human Resources
 P.O. Box 40
 Chesterfield, VA 23832
 (804) 748-1551

Electronic responses are preferred and should be directed to
ExecutiveSearch@chesterfield.gov

Good driving record, pre-employment drug test and extensive background check required.

An Equal Opportunity Employer Committed to Workforce Diversity

Opportunity to:

- Work for a nationally respected and award winning local government that values both teamwork and individual contribution
- Become part of an outstanding and highly stable team of elected and appointed officials
- Lead a team of dedicated personnel consisting of experienced professionals
- Live and work in an exceptional community



For More Information

Visit www.chesterfield.gov