

DIRECTOR OF FINANCE

Annual Salary:
$115,000 – $140,000, DOQ

Colonial Heights, Virginia

COLONIAL HEIGHTS
VIRGINIA

Are you a confident, innovative financial leader who believes a great finance department is built on great people? Are you ready to bring fresh ideas to a financially stable organization that is eager to grow? If so, the City of Colonial Heights invites you to apply to become its next Director of Finance.

Reporting to the City Manager, the Director of Finance leads a capable, experienced team responsible for budgeting, accounting, payroll, purchasing, risk management, real estate assessment, billing and collections, and utility billing, and serves as a trusted financial advisor to the City Manager and Department Directors.

We're seeking a forward-thinking leader who is:

- A strong technical expert in municipal finance, auditing, and investments
- A team builder who empowers staff, invests in their growth, and sets clear expectations
- An innovator ready to modernize processes and get the most from the City's financial systems

If you're ready to help Colonial Heights keep Reaching New Heights, read on to learn more about this opportunity!

Executive Recruitment Provided by SGR

ABOUT THE COMMUNITY

Perched on the bluffs above the Appomattox River, just 20 miles south of Richmond and 120 miles south of Washington, D.C., Colonial Heights is a close-knit independent city of nearly 18,700 residents. Part of the Richmond Metropolitan Statistical Area, the City pairs small-town character with convenient access to the jobs, culture, and amenities of Virginia's capital region, and it anchors the Tri-Cities area alongside Petersburg and Hopewell, near Fort Lee.

Few communities can claim a history this deep. Settled by English colonists in 1620, the area takes its name from the legend of the Marquis de Lafayette's troops placing artillery on these heights in 1781. Today, residents can explore Violet Bank, a City-owned Civil War museum and Virginia Historic Landmark that served as General Robert E. Lee's headquarters during the 1864 Siege of Petersburg, as well as the Old Brick House, believed to be one of the oldest structures in Virginia, and the historic Chesterfield Highlands and Violet Bank neighborhoods.

Colonial Heights is also the region's retail hub, home to Southpark Mall, Colonial Square, and a lively mix of national retailers and locally owned shops and restaurants. Outdoor enthusiasts enjoy the Appomattox River Trail System, with a 10,000-foot paved trail, fishing areas, and canoeing, along with the Civil War earthworks of Fort Clifton Park.

With stable neighborhoods, a strong sense of community, and a high rate of homeownership, Colonial Heights is a place where families put down roots and stay.



POPULATION
18,738

MEDIAN HOUSEHOLD INCOME
$76,505

MEDIAN HOME VALUE
$246,600

AVERAGE MONTHLY RENT
$1,234

History CLICK!

Tourism CLICK!

ABOUT THE CITY OF COLONIAL HEIGHTS

The City of Colonial Heights' vision is "To be a thriving community where everyone is welcome," and its mission is "To provide exceptional services to our community each and every day." The City pursues that mission through four Pillars of Success: Strong Financial Stability, a Distinctive & Vibrant Community, being Transformational & Forward Thinking, and Operational Excellence.

The City employs 282 full-time staff, along with 18 to 48 part-time employees depending on the season, and operates with a total budget of $139.6 million (net of transfers). The City is financially stable and looking ahead, making this an ideal moment for a finance leader to make a lasting mark.

Mission, Vision & Values CLICK!

GOVERNANCE & ORGANIZATION

Colonial Heights operates under the Council-Manager form of government. The seven-member City Council, including the Mayor, is elected at large to staggered four-year terms. Council sets policy and appoints the City Manager, City Attorney, and City Clerk, while the City Manager oversees day-to-day operations. The Director of Finance reports to the City Manager and works closely with Department Directors, the City's management team, the Mayor and City Council, and other City officials to support sound, transparent financial decision-making across the organization.



ABOUT THE JOB

Reporting to the City Manager, the Director of Finance provides overall direction and leadership of the City's financial operations. The Director assists the City Manager with budget preparation and controls, financial reporting, and strategic planning, and serves as an advisor to the City Manager and Department Directors.

The Director prepares revenue estimates, coordinates the annual Operating Budget and five-year Capital Improvement Plan, invests City funds, and manages the City's debt, including bond issuances, rating agency presentations, and official statements. The Director also oversees the annual audit, maintains citywide accounting and reporting systems consistent with GASB and GAAP standards, provides financial oversight for all departments and grant-funded programs, and recommends financial policies that protect the City from financial risk.

The successful candidate will provide executive leadership for:

- Budget development, revenue forecasting, and the Capital Improvement Plan
- Accounting, financial reporting, and the annual audit
- Cash management, investments, and debt issuance
- Payroll and accounts payable for all City departments
- Purchasing and procurement
- Insurance and risk management
- Real estate assessment and equalization
- Billing, collections, and utility billing
- The City's financial, assessment, and payroll software systems

Full Job Description CLICK!

DEPARTMENT STRUCTURE

The Department of Finance delivers a wide range of financial services to every City operation, safeguarding the City's financial assets with security and accuracy while maintaining a high level of customer service for residents and internal partners. All Finance employees and operations are led by the Director of Finance.

DIVISIONS REPORTING THROUGH THE FINANCE DEPARTMENT

- Financial Administration & Budgeting
- Auditing
- Purchasing
- Insurance & Risk Management
- Real Estate Assessor
- Billing & Collections
- Utility Billing Office

ORGANIZATIONAL QUICK FACTS

- **Department budget:** $3,936,303
- **Department staff:** 19 full-time and 3 part-time employees
- **Citywide budget:** $139,649,330 (net of transfers)
- **Citywide staff:** 282 full-time employees
- **Financial system:** Tyler Munis

KEY INITIATIVES

The City's financial foundation is solid. Over the first two years, the new Director will focus on building the team and the systems that will carry the Finance Department into its next chapter.

Team Development & Empowerment
The Finance Department has an experienced and capable staff ready for strong, supportive leadership. The new Director will rebuild and strengthen the department by fostering a positive, collaborative work environment, encouraging employee independence, investing in professional development, and establishing clear expectations and accountability.

Process Evaluation & Innovation
The Director will take a fresh look at existing financial processes and internal operations, identifying opportunities for innovation and greater efficiency and introducing new ideas and approaches that help the department work smarter.

Technology Optimization
The City uses Tyler Munis for its financial operations. The Director will lead efforts to maximize the effectiveness of the system so that staff and departments across the City get the full value of its capabilities.

Sound Financial Stewardship
The Director will maintain the City's strong financial management practices while ensuring effective coordination of audits, investments, debt, and departmental projects, all in support of the City's long-term financial stability and its Strong Financial Stability pillar.



THE IDEAL CANDIDATE

The City of Colonial Heights seeks a confident, innovative, and well-organized financial leader who can provide strong technical expertise while advancing the Finance Department's operations and effectiveness. The ideal candidate will bring a solid understanding of municipal finance, financial management, auditing, and investment practices, along with experience managing complex financial projects and initiatives.

While previous local government experience is beneficial, the City is open to candidates from other sectors who demonstrate strong financial expertise, leadership capabilities, and a willingness to introduce new ideas and approaches. Experience with Tyler Munis financial software is considered an advantage.

Above all, the successful candidate will be a collaborative, forward-thinking leader who thrives under pressure and is capable of rebuilding and strengthening a department. They will foster a positive, supportive work environment, encourage staff independence, and set clear expectations and accountability. The City seeks a proactive leader who can build trust, inspire confidence, and position the Finance Department for long-term success.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree and more than 10 years of directly related supervisory experience; or a Master's degree and more than 5 years of directly related supervisory experience; or an equivalent combination of education, training, and experience
- Comprehensive knowledge of GAAP and of the laws and administrative policies governing municipal financial practices
- Comprehensive knowledge of governmental accounting, budget preparation, and account reconciliation
- Strong leadership, managerial, communication, and presentation skills, with a clear and open communication style
- Strong quantitative and analytical skills, including the ability to evaluate complex financial systems and prepare informative financial reports
- Ability to build strong working relationships across departments and with City leadership, the Mayor, and City Council

Preferred:

- Certified Public Accountant (CPA)
- Certified Public Finance Officer (CPFO)
- Local government finance experience
- Experience with Tyler Munis financial software

SALARY & BENEFITS

The City of Colonial Heights offers a competitive salary and a comprehensive benefits package designed to support employees and their families.

Compensation

- $115,000 – $140,000, DOQ; salary is negotiable, and the City anticipates hiring above the range minimum
- Bi-weekly payday
- City-issued cell phone and laptop

Health & Wellness

- Medical, dental, and vision coverage through The Local Choice program (Anthem, Delta Dental, and Blue Vision), with PPO and HDHP options
- Section 125 voluntary benefits, including Health Care FSA, Dependent Care FSA, HSA, and Colonial Life plans
- Employee Assistance Program (EAP)
- VRS Short-Term and Long-Term Disability Program (VRS Hybrid members)

Retirement

- Virginia Retirement System (VRS) membership; the Hybrid plan includes a 1% employer contribution plus up to an additional 2.5% employer match based on voluntary employee contributions
- VRS Basic Group Life and Optional Group Life insurance
- Supplemental retirement savings through MissionSquare, including a 457 Deferred Compensation Plan, Roth 457, and Roth IRA
- Social Security participation

Paid Leave

- 14 paid holidays
- Vacation leave of one day per month for the first five years, increasing with years of service
- Sick leave of 1¼ days per month
- City Sick Leave Bank Program (VRS Plan 1 and Plan 2 members)

Professional Development & Other Benefits

- Education and tuition discounts through Liberty University
- Virginia Credit Union membership eligibility

Residency within City limits is not required. Join a financially stable organization and a welcoming community, and help lead Colonial Heights to new heights!

HOW TO APPLY

Apply Here



For more information on this position, contact:
Billy Owens, Senior Vice President, Executive Recruitment
billyowens@governmentresource.com | 972-989-3686

The City of Colonial Heights is an Equal Opportunity Employer. Applicants selected as finalists for this position will be subject to a comprehensive background check.