

DEPUTY DIRECTOR OF FINANCE

Finance Department
Williamsburg, Virginia

Target Hiring Range: $140,000–$160,000

Are you an experienced municipal finance professional who thrives on strengthening financial operations, modernizing business processes, and building high-performing teams? Do you enjoy collaborating with executive leadership while ensuring transparency, accountability, and responsible fiscal stewardship? If so, apply to become the City of Williamsburg's next Deputy Director of Finance.

The City seeks a strategic, collaborative leader who is:

- An expert in governmental accounting and financial reporting.
- Skilled at improving processes and implementing modern financial systems.
- Passionate about developing staff while fostering accountability, trust, and exceptional customer service.

If you're ready to help shape the financial future of one of America's most historic communities, we encourage you to apply.

Executive Recruitment Provided by SGR



ABOUT THE COMMUNITY

Founded in 1632, Williamsburg is one of America's most recognizable and historically significant communities. Serving as Virginia's Colonial Capital from 1699 until the American Revolution, Williamsburg helped shape the nation's early government and remains one of the country's premier destinations for history, education, and tourism. Today, the City successfully balances its rich colonial heritage with a progressive vision for the future, creating an exceptional quality of life for residents while welcoming more than six million visitors annually.

Located along the Interstate 64 corridor midway between Richmond and Virginia Beach, Williamsburg provides residents with the charm of a walkable, small-town community while offering convenient access to the amenities of larger metropolitan areas. The community is home to William & Mary, Colonial Williamsburg, Merchants Square, nationally recognized museums, award-winning restaurants, and numerous cultural attractions. Residents enjoy outdoor recreation at Waller Mill Park, miles of walking and biking trails, boating, kayaking, fishing, and beautiful public spaces throughout the region.

The City's organizational culture emphasizes innovation, collaboration, and outstanding public service. Employees are encouraged to think creatively, work across departments, and continually improve the services provided to residents and visitors. Williamsburg offers an outstanding opportunity for professionals seeking meaningful work within a financially stable organization that values initiative, integrity, and continuous improvement.

POPULATION
15,861

MEDIAN HOUSEHOLD INCOME
$75,604

MEDIAN HOME VALUE
$428,100

AVERAGE MONTHLY RENT
$1,407

History CLICK!

Tourism CLICK!

GOVERNANCE & ORGANIZATION

The City of Williamsburg operates under the Council-Manager form of government. Five at-large Council Members serve staggered four-year terms and appoint the City Manager, who oversees daily operations. The organization employs approximately 248 full-time employees and operates with an annual budget of approximately $116 million. Municipal services include public safety, finance, planning, public works, utilities, parks and recreation, human resources, information technology, economic development, and administrative services. The City's vision is to courageously lead through innovation while prioritizing safety, wellness, collaboration, and exceptional customer service.



THE JOB

The Finance Department serves as the steward of the City's financial resources and is responsible for accounting, treasury management, revenue administration, accounts payable, grants management, financial reporting, debt management, capital asset accounting, audit coordination, and regulatory compliance. The department also partners with every City department to ensure sound financial practices and long-term fiscal sustainability.

Reporting directly to the Chief Financial Officer, the Deputy Director of Finance serves as a key member of the City's executive finance leadership team. This position provides day-to-day leadership for critical financial operations while helping modernize processes, strengthen internal controls, and improve organizational efficiency. The successful candidate will:

- Lead revenue administration, treasury activities, and monthly financial reporting.
- Oversee reconciliations, accounts payable review, grant administration, and annual reporting.
- Assist with implementation of new GASB standards and preparation of the Annual Comprehensive Financial Report.
- Partner with the CFO and Audit Director to modernize financial systems and improve operational processes.
- Mentor staff while building a collaborative, accountable, and service-oriented finance team.

Full Job Description CLICK!



DEPARTMENT STRUCTURE

Divisions within the department:

- Accounting
- Accounts Receivable/Payable
- Budgeting
- Payroll
- Procurement
- Real Estate Assessment
- Utility Billing
- Audit Coordination

EMPLOYEES
14

ANNUAL DEPARTMENT BUDGET:
Department operates within the City's $116 million annual operating budget.

KEY PROJECTS FOR 2026

- Modernize financial operations through continued implementation and optimization of Tyler Enterprise ERP and related financial technologies.
- Strengthen internal controls, accounting procedures, and financial policies while improving operational efficiency across the organization.
- Build long-term organizational stability through succession planning, staff development, and reducing reliance on outside consultants.

IDEAL CANDIDATE

The City seeks an accomplished municipal finance leader with extensive experience in governmental accounting, financial reporting, and local government operations. The ideal candidate will possess deep knowledge of GAAP, GASB standards, government and enterprise fund accounting, internal controls, auditing principles, and fiduciary responsibility. Experience serving as a Finance Director, Deputy Finance Director, or senior municipal finance executive is highly desirable.

Beyond technical expertise, the successful candidate will be a collaborative, adaptable leader who embraces change and continuously seeks opportunities to improve operations. They will be comfortable leading organizational modernization efforts, implementing new technologies, strengthening financial processes, and communicating complex financial information to both technical and non-technical audiences. The City values a leader who develops staff, promotes accountability, builds trust across departments, and creates a culture focused on operational excellence, transparency, and exceptional customer service.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree from an accredited college or university in Accounting or a closely related field.
- Seven (7) years of progressively responsible accounting experience in a local government finance department or an equivalent combination of education and experience.
- Valid Virginia driver's license.
- Successful completion of a criminal background investigation and pre-employment drug screening.
- Thorough knowledge of governmental accounting, auditing, financial reporting, and applicable federal, state, and local regulations.
- Advanced Microsoft Excel proficiency and strong written and verbal communication skills.

Preferred:

- Certified Public Accountant (CPA).
- Certified Public Finance Officer (CPFO).
- Experience implementing or administering Tyler Enterprise ERP.
- Experience with governmental financial system modernization, process improvement initiatives, and implementation of new GASB standards.
- Experience supervising professional finance staff and leading organizational change.



SALARY & BENEFITS

The expected hiring range for the position is **$140,000–$160,000**, depending on qualifications and experience. The City offers an outstanding benefits package designed to support employees and their families.

Benefits include comprehensive medical coverage through Anthem Blue Cross Blue Shield, employer-paid life insurance, short-term disability insurance, generous paid time off with up to **240 hours of annual leave accrual,** and participation in the Virginia Retirement System pension plan. Employees are also eligible for a 457 deferred compensation plan with an employer match of up to **4.25%**.

Additional benefits include a City-issued cell phone, laptop, and tablet; possible relocation assistance; workforce housing opportunities; retiree health insurance stipend benefits; and a collaborative workplace committed to professional development, innovation, and employee success.

HOW TO APPLY

Apply Here



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

The City of Williamsburg is an Equal Opportunity Employer and values diversity in its workforce. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status. Finalists will be subject to comprehensive background investigation and other pre-employment screening requirements.