



**ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT**

DEPUTY CHIEF FINANCIAL OFFICER
Department of Management and Finance

Salary: Negotiable

Announcement No: 0450-19A-DMF-BL

Closing Date: Continuous

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 2100 Clarendon Blvd., Arlington *METRO-accessible*

POSITION INFORMATION

Arlington County is seeking an experienced financial manager to support the Chief Financial Officer and the Department of Management & Finance (DMF) in the areas of financial management and budgeting, debt issuance and management, tax and revenue policy development, accounting, purchasing, real estate assessment, capital financing, and internal auditing.

The Department of Management & Finance's professional staff provide financial services for the County Government, seeking the most efficient and effective use of County funds to ensure a sound fiscal foundation and the delivery of high quality services. Arlington County is a full-service local government with operating budgets and capital investments funded via the general fund, special revenue and dedicated taxing sources, and enterprise funds. The County executes a general fund operating budget exceeding \$1.3 billion and a \$2.8 billion ten-year County Capital Improvement Plan.

Challenges/Opportunities facing the Deputy Director

- Building collaborative relationships across the organization while increasing the financial, budget and program analytical services provided to customer agencies;
- Encouraging a culture of internal controls across the County and continuing the development of the internal audit program;
- Streamlining the Purchasing program to meet the needs of multiple stakeholders including decentralized County agencies, vendors, and the Office of the County Attorney, while ensuring compliance with all purchasing regulations and ensuring citizens get optimal value for their taxes;
- Expanding a performance measurement process and system;
- Leveraging of existing and new technology systems to streamline accounting and financial processes and to improve the transparency of financial data to the public; and
- Reengineering services, including continuing the development of short-term and long-range process improvements department-wide.

The Deputy provides direction for and support to coordination within the department's divisions and serves as the CFO in the latter's absence. The ideal candidate must be a high energy, articulate leader with solid fiscal management expertise and an ability to drive change.

Ideal Candidate

We are seeking a well-respected, experienced leader with a record of achievement in the finance industry and local and/or state government finance including:

- An understanding of the role of a professional financial staff division within the scope of local government services and a record of positive contributions as a member of a management team;
- Strong leadership experience in several of the following areas: financial management, budgeting, purchasing, accounting, debt management or internal auditing;
- Demonstrated ability in developing working relationships and partnerships with colleagues to effect change, and to facilitate issue resolution;
- High level quantitative analysis, extracting, interpreting and evaluating financial data;
- Fiscal management expertise that demonstrates an awareness of municipal funding streams and revenue sources to include general funds, tax revenues, state and federal funding, and developing and modifying financial and debt policies;
- Familiarity with current financial, auditing, and budgeting practices and experience identifying ways to improve efficiencies or effectiveness of County operations;
- Experience automating financial processes and developing and improving financial reports such as the Comprehensive Annual Financial Report (CAFR);
- Understanding of state and federal regulations that impact local government financial management such as Governmental Accounting Standards Board and federal and state grant requirements; and
- Experience developing and implementing internal controls for fiscal activities to prevent fraud, waste and abuse or financial conflicts of interest.

County Overview

Arlington is one of 45 counties in the United States to be awarded a triple AAA bond rating. These ratings were confirmed in April 2016, with the rating agencies citing the County's conservative financial management, sizable and affluent tax base, controlled expenditure growth and moderate debt burden. The County Government consists of 13 departments and 5 elected constitutional offices led by elected officials providing a full array of urban services, with over 3500 employees. In addition, there is a close working relationship with Arlington's schools system which is funded through the County Board.

For more information about the County, please click [here](#).

OUR COMMUNITY

Arlington, Virginia, is an attractive, well-planned community in which to live, visit or conduct business with a unique blend of excellent location, desirable living standard, and effective, proactive government. An urban County of about 26 square miles located across the Potomac River from Washington, D.C., Arlington is best known to visitors as the home of the Pentagon and Arlington National Cemetery. Arlington has won recognition as an innovative, progressive and dynamic organization that is well-known for its community-driven processes with significant and meaningful opportunity for public participation.

Over the years, Arlington has received national recognition for its forward-thinking policies and practices including Arlington Smart Growth, Intelligent Communities, Best Places To Live, and Family Friendly Workplace awards.

The County Board encourages a high level of citizen involvement in local government. Arlington has an estimated population of 220,400 and is among the most densely populated jurisdictions in the country. About 39% of residents are Hispanic, African-American, Asian or multi-racial. Arlington County public school children speak 104 languages and hail from 116 countries. More than 72% of adults have bachelor's degrees and 38% have graduate or professional degrees.

Civic engagement is a strong value in this community. The County government continually creates effective venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved.

SELECTION CRITERIA

Education and Experience:

The successful candidate will possess a Bachelor's Degree in Finance, Accounting, Economics, Business, Public Administration or related field from an accredited college or university with senior financial management experience in local or state government including significant supervisory and management experience in one or more of the following areas: budgeting, financial management, purchasing, debt management, auditing, and/or accounting functions.

Preferred candidates will have a record of significant accomplishments related to qualifications listed under the "Ideal Candidate" section and:

- Master's Degree in Finance, Accounting, Economics, Business or Public Administration;
- Financial management experience in a complex, fast-paced urban, municipal agency;
- Experience in financing large programs, capital budgets, working with rating agencies and investors;
- Experience with performance management programs; and
- Experience with open data programs and technology used in financial operations.

SPECIAL REQUIREMENTS

A **letter of application** is required. Please use the space provided in the supplemental questionnaire or attach a letter addressing how your background meets the qualification requirements. Your letter should include a description of the size of the organization you served including budget and staff; the range of services and functions you managed and to whom you reported; and a specific list of significant accomplishments as related to the description above.

Completion of the Commonwealth of Virginia Statement of Economic Interest form will be required of the successful candidate. Pursuant to Section 27-9 of the Arlington County code, this position requires the completion of "Statement of Economic Interest" (Financial Disclosure) form upon acceptance of employment and annually thereafter.

ADDITIONAL INFORMATION

The salary is negotiable, starting salary will depend upon the qualifications and experience of the candidate selected. This position is in the Arlington County Government's Senior Management Accountability Program (SMAP), in which Senior Program Managers are evaluated and compensated based on a performance agreement linked to the County's Management plan, and results achieved, among other criteria.

For more information on Arlington's family friendly benefits [click here](#).

Applications will be reviewed continuously, with a preferred filing date of **March 1, 2019**. Interviews will be scheduled with those candidates whose qualifications best fit our needs. The application process will close when the position has been filled or when a sufficient number of applications have been received.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted by the posted deadline.

To apply online go to <https://careers.arlingtonva.us/>, click on Apply Now, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email pers@arlingtonva.us.

ARLINGTON COUNTY
HUMAN RESOURCES DEPARTMENT
2100 Clarendon Blvd, Suite 511
Arlington, VA 22201
703-228-3500 from 8:00 am - 5:00 pm, weekdays;
or e-mail blopez@arlingtonva.us
(no resumes to this e-mail address, please)

Posting Date: 01/30/19

DEPUTY CHIEF FINANCIAL OFFICER Supplemental Questionnaire

1. A letter of application is required. Please use the space provided in the supplemental questionnaire or attach a letter addressing how your background meets the qualification requirements. Your letter should include a description of the size of the organization you served including budget and staff; the range of services and functions you managed and to whom you reported; and a specific list of significant accomplishments as related to the announcement.