



Deputy Director of Finance #03221

City of Virginia Beach – Job Description

Date of Last Revision: February 5, 2026

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 22

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

The Deputy Director of Finance provides assistance to the department director in setting policy development, implementing and managing the City's financial operations, to include accounting, accounts payable, purchasing, risk management, debt management, financial system services and payroll. This position serves as the Director in the absence of the Director. Assists the Director of Finance with leading the organization on internal control issues and collaborates with departments on resolving questions on financial controls; collaborates with Budget and Management Services on budget issues where needed. As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

Representative Work Functions and Responsibilities

- Works in conjunction with the Director of Finance to lead and manage the financial operations of the City; develop long and short-term strategic financial plans, goals, and objectives; monitor department financial activities and identify areas of improvement; monitor and reduce the City's financial risk and address associated issues.
- Manages and directs staff, and performs a variety of highly technical accounting, cash management and collection functions to enhance revenues and ensure compliance with applicable policies and laws governing the activities of the Finance Department; coordinates all bond rating agency reviews and input; and fosters a collaborative relationship with City of Virginia Beach Public Schools.
- Research financial market trends, financial systems and legal trends, prepare detail reports to provide recommendations and comments to the department director, City Council, and other city agencies.
- Assists with administrative functions for the Finance Department including recruitment, training, discipline, and the evaluation of staff.
- Oversees and maintains documents for information requested through the Freedom of Information Act.
- Coordinates and participates with the Department's Emergency Management and COOP plans.
- Prepares various resolutions and ordinances on financial matters for City Council agenda for resolution.
- Recommends financial goals and objectives; assists in the development and implementation of policies and procedures for accounting methods and internal controls.
- Coordinates and participates with the preparation of financial statements, monitors compliance with Generally Accepted Accounting Principles while managing all aspects of accounting to include accounts payable, purchasing, risk management, debt management, financial system services and payroll in the Department of Finance.
- Plans, directs, coordinates, and reviews the work plan for finance staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Participates in the preparation and administration of the department's budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies and administers the approved budget.
- Maintains the chart of accounts compliance with the State Controller's Office and the Governmental Accounting Standards Board's standards and guidelines.

- Oversees the coordination and preparation of audit workpapers for the external City audit.
- Represents the City in various meetings and functions; serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Acts as point person for the City on all bond sales. Working closely with the Financial Advisor, Bond Counsel, City Attorney's Office, and internal contacts.
- Coordinates the preparation of the bond documents, which includes official statements, presentations to rating agencies, closing papers and certificates, and debt service requirements to provide the necessary financial information for a successful sale.
- Acts as the City's Post Issuance Compliance Officer ensuring that the City meets all post issuance requirements under the Tax Code.
- Performs other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the Director of Finance based on the current workloads and department needs.

Performance Standards

- Maintains and applies a comprehensive understanding of the responsibilities contained herein and effectively provides direction to all staff members.
- Accurately and diplomatically communicates both orally and in writing with public, and other City personnel.
- Reports and specifications are clearly and concisely articulated, and recommendations are well documented.
- Ensures that laws and City Administrative Directives and Finance Department Policies and procedures are adhered to by all staff members.
- Accurately maintains appropriate divisional records and performance files as conditions change.
- Ensures that assigned Divisions are operating in an efficient, effective and economical manner.

Minimum Qualifications

- A bachelor's degree in finance, business, accounting, or similar program and eight (8) years of experience OR any combination of education and experience equivalent to twelve (12) years utilizing the required knowledge, skills, and abilities, and associated with management and/or leadership in finance and/or administration.

Preferred Qualifications

- Master's degree in public administration, finance, accounting, or a related area.
- Experience in local government.
- Certified Public Accountant or Certified Government Finance Officer

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.