

# Finance Manager



## Fairfax-Falls Church Community Services Board

### Fairfax County Government

*Shaping the Future of Government*



## ***About Fairfax County***

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Formed before the Revolutionary War, Fairfax County was home to many of America's earliest statesmen, including George Washington of Mount Vernon, and George Mason of Gunston Hall. The county's rich history encompasses the entire existence of the nation. Today, Fairfax County is one of the premier centers of commerce and technology in the United States. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia, with 13.7% of Virginia's population. It is a great place to live, work, play and do business.

Governed by a 10-member Board of Supervisors, Fairfax County Government consistently achieves high praise for fiscal stability, quality service and technological sophistication. The total fiscal year 2016 General Fund budget was \$3.8 billion. Fairfax County continues to maintain an exceptional AAA/AAA/AAA bond rating. Only eight states, 37 counties (including Fairfax), and 37 cities hold this highly coveted "Triple A" rating from the three leading rating agencies – Moody's Investor Service, Standard & Poor's, and Fitch Investor Service.

Fairfax County has been nationally recognized as a leader in government performance measurement, garnering the International City and County Management Association's Center for Performance Measurement Certificate of Excellence every year since 2009. The County has an excellent school system and is a national leader in K-12 public education. The public school system is one of the highest-rated school systems in America. Fairfax County is also a leader in higher education, where five major colleges and universities, including the main campus of George Mason University are located. Northern Virginia Community College – the largest community college in the Commonwealth of Virginia – has two campuses in Fairfax County. For more information about Fairfax County Government, visit [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov).

## ***About the Fairfax-Falls Church Community Services Board***

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The Fairfax-Falls Church Community Services Board (CSB) was established in 1969 by the joint action of Fairfax County, the City of Fairfax, and the City of Falls Church. This action was taken in accordance with the State Code, which requires every jurisdiction in the Commonwealth of Virginia to establish a CSB or join with neighboring jurisdictions. The CSB serves an area of nearly 410 square miles, with a population of over 1.1 million, and is the largest of the 40 Community Services Boards in the Commonwealth. In FY 2017, the CSB served approximately 23,000 individuals. Fairfax-Falls Church CSB operates as part of Fairfax County's Health and Human Services system, which is designed to protect and promote the health and welfare of county residents through a decentralized program.

The CSB provides services to children, youth, adults and families, through community-based programs for individuals who experience mental illness, substance use disorders and intellectual and developmental disabilities. The CSB also provides early intervention services for infants and toddlers who have developmental delays.

A 16-member administrative policy board oversees the establishment and operation of these local services. CSB Board members are volunteers appointed by county district supervisors or by the chair of the Fairfax County Board of Supervisors. One member is appointed by the Fairfax County Sheriff. Board members may serve up to three terms consecutively, and each term lasts three years.

The Fairfax-Falls Church Community Services Board is an integral part of a networked human services system that includes a central administrative agency. The agency is licensed by the Virginia Department of Behavioral Health and Developmental Services and is the largest local government behavioral health organization in Virginia. Total annual agency funding exceeds \$175 million, with additional funding obtained through reimbursed state/federal sources, third party insurance, and client and program fees for service.

### ***Mission Statement***

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To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental delay, developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

### ***Values***

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- **Respect for the people we serve**  
Individual dignity and human rights protection are at the center of the CSB service philosophy. Each individual is involved in developing service plans which address his/her needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.
- **Quality in the services we provide**  
The CSB offers a comprehensive menu of preventative and responsive services that meet the needs of individuals who live in the Fairfax County community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.
- **Accountability in all we do**  
The CSB recognizes its responsibility to the Fairfax County community by striving to provide services to people with limited resources or complex needs in an effective and efficient manner. Policies and procedures are communicated and accessible to all individuals and organizations with whom we work and process improvement is anchored in continuous data review.

### ***Service Areas***

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- **Engagement, Assessment, Emergency, Child and Family, and Residential Treatment Services**  
Engagement, Assessment & Referral Services; Emergency and Crisis Services, Residential Treatment

and Detoxification Services, Youth & Family Intensive Treatment Services, Youth & Family Outpatient Treatment Services, and Infant and Toddler Connection.

- **Psychiatry and Medical Services** – The CSB employs a number of psychiatrists, nurse practitioners, and nurses. These professionals work as a part of the team to ensure prescribing and primary healthcare needs are being met.
- **Mental Health Treatment and Developmental Disability Services**- Support Coordination Services, Employment & Day Services, Assisted Community Residential Services, Behavioral Health Outpatient & Case Management Services, Supportive Community Residential Services, Diversion and Jail-Based Services, and Intensive Community Treatment Services.
- **Wellness, Health Promotion, and Prevention Services**- community activities to strengthen emotional health and build community capacity to handle issues related to substance use and mental illness, as well as community programs designed to promote healthy behaviors and lifestyles.

Although many services are offered directly in the community, the Fairfax-Falls Church CSB manages and operates many residential and treatment facilities throughout the county. Of special note is the 2015 opening of a new 120,000 square foot behavioral health center. With other county Health and Human Service agency partners, the Merrifield Center offers a full array of primary and behavioral health services in a collocated and integrated service facility.

## ***The Position***

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An exciting opportunity exists for an individual to provide financial and budget oversight for the Fairfax-Falls Church Community Services Board (CSB) the largest publicly funded behavioral health and developmental disability government agency in the Commonwealth of Virginia. The position will direct and supervise all budgeting for the CSB's general funds, federal and state grants, capital projects, grants performance measures, pay for performance, financial audits, and revenues/expenditure reporting to various key leaders and stakeholders. The position will oversee the daily activities of a diverse staff including administrative, paraprofessional, and professionals who perform financial management, accounts payable, and accounts receivable for a large complex local government agency.

- Provides **leadership** and oversight of the CSB's finances and serves as part of the senior management team to provide strategic input on budgetary management as it relates to the service delivery system.
- Provides **administrative** oversight and guidance to diverse group of paraprofessionals, professional, and administrative staff that process accounts receivables, accounts payables, and relevant reporting to internal and external stakeholders.

- **Advocates** and acts as a change agent for the agency. Leads organizational efforts and initiatives to infuse financial oversight/monitoring principles into all aspects of the service system.
- **Delivers presentations** to the Deputy County Executive for Health/Human Services, executive, clinical, and business leaders and Boards, Authorities and Commissions.
- **Manages, develops and implements** responsibilities and policies relating to financial administrative management policies, including budgeting, financing, and reporting.

## *The Candidate*

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The individual will perform strategic financial analysis and directing, coordinating, and supervising budget and financial management functions for the Community Services Board (CSB), a department within the Health and Human Services, that serves individuals with mental illness, substance use disorders and developmental disabilities through an array of directly operated and contracted services with a budget of approximately \$180 million with varying funding streams. He/She will direct and supervise budget development, monitoring, and financial reporting for the CSB's general funds, federal and state grants, capital projects, as well as revenue collection in concert with the Revenue Cycle Manger. This analytical leader will guide agency management and program staff through the county's budget process and advise on budget strategies, fiscal impact and resource needs. By employing a progressive and empowering approach to teambuilding and staff development, this candidate must build effective relationships with executive management, clinical and business leadership, and the 16-member CSB Board.

## *Education and Experience*

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### **Employment Standards**

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in Public Administration, Public Policy, Finance, Accounting or a directly related field of study; plus six years of increasingly responsible professional-level budget preparation experience or closely-related professional-level experience in finance or accounting, to include two years of supervisory experience.

### **Preferred Qualifications**

Master's Degree in finance, business administration, public administration, public policy, health care administration, or related field;

Five or more years serving as financial manager of large state or county government department;

Five or more years overseeing and managing a large complex budget that includes multiple funding streams;

Five or more years supervising administrative, paraprofessional and professional finance staff;

Familiarity with and ability to use SAP ERP software;

Three to Five years of experience in Community Behavioral System, such as Virginia's Community Services Board.

## Special Requirements

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The appointee to this position will be required to complete a criminal background and credit history check to the satisfaction of the employer.

## Compensation and Benefits

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Salary is negotiable within an established range (\$85,109.65-\$141,849.55) depending on the qualifications and relevant experience of the selected applicant. Fairfax County Government's total compensation package includes:

- Defined benefit retirement system and deferred compensation program option;
- Outstanding and affordable health, dental and life insurance plans;
- Generous paid holiday schedules and leave programs

Use this link for a complete list of benefits: <https://www.fairfaxcounty.gov/hr/fairfax-county-benefits-summary>

## To Apply

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Submit your resume through Fairfax County's online application system at:

<http://agency.governmentjobs.com/fairfaxcounty/> .

Refer to **Job #18-00870** when applying. Deadline to apply is by **5:00 p.m. EST on 5/11/18**.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

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