

**POSITION DESCRIPTION****CHIEF FINANCIAL OFFICER**

Administrative Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Chief Financial Officer

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent is the primary resource for planning, development, implementation and evaluation of all fiscal services. Fiscal services include Accounts Payable, Payroll, Reimbursement, Budget, Performance Contract and grants. Advises the Deputy Executive Director and Executive Director in the development, planning, program implementation and coordination of agency fiscal services. The incumbent is responsible for assuring the accurate preparation of all of the boards official financial statements and reports; oversees the preparation of fiscal and financial based statistical reports; is responsible for the Board's Performance contract data reporting, and is responsible for the coordination of the annual submission of the Performance contract to the commonwealth of Virginia and all subsequent revisions. Additionally, he/she is responsible for assuring compliance of state financial policies and regulations and provides consultation to supervisory staff on Administrative protocols.

The incumbent reports to the Deputy Executive Director. Duties require participation in formulating and carrying out policies, objectives and programs involving several divisions. Errors committed may have a continuing long-term negative effect on operation of the total organization. The incumbent will perform in accordance with professional ethics and established Region Ten policies.

MAJOR DUTIES:

1. \*Serves as subject matter expert on matters pertaining to Finance and Accounting
2. \*Oversees the development, preparation, monitoring, reporting and revision of the Region Ten budget.
3. Oversees the development, preparation, monitoring, reporting and revision of the Region One (Regional Hub) financial reports.
4. \*Coordinates the submission of the Performance contract to include financial data collection and reporting.
5. Responsible for coordinating and compliance with DBHDS Exhibit D's.
6. \*Designs and implements policies and procedures to provide adequate fiscal controls
7. \*Provides financial analysis and reporting.
8. Provides fiscal supervision and intervention.
9. Attends meetings/discussions/information forums with non-administrative staff.
10. Meets with supervisor, receives supervision, reports on developments, coordinates and prioritize activities, receives policy guidance/sanction
11. Interacts with agencies, Region Ten Board, state officials, clients and public as an official representative of Region Ten.
12. Visits program sites to provide fiscal management and to maintain sense of purpose, familiarity with staff, clients and issues
13. Supervises: Fiscal Directors.
14. Maintains correspondence, reads and writes policies, official documents, reports, etc.
15. Other duties as assigned.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. A Bachelor's level degree in Business Administration, Public Administration or Accounting and 3 to 5 years' experience is required at minimum.

In addition, the incumbent needs to possess the following knowledge, skills and abilities.

Knowledge of: principles and practices of human services administration, business administration or government program administration; mental health, mental retardation, and substance abuse programs and services; program planning and evaluation and quality improvement methodologies; policy formulation and implementation; fiscal management including budgeting, resource allocation, monitoring and auditing; management information systems; human resources; training and EEO. Management of organizational and financial risk, public relations and fund raising.

Skills in: supervision; inter-personal relationships; inter and intra-agency collaborations; time management; project management; systems development.

Abilities to: Participatory management; collaborative development and promotion and articulation of agency vision, listening and responding to staff; managing public and community relations respectful to all; efficient daily interactions and management of the organizational systems including staffing structure, communication systems, technology, paperwork, and use of space resources;

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**Administrative Team – Region Ten Community Services Board**  
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listening to, communicating with, and maintaining excellent relationships with agency staff, community members, advocates, families, and persons served; facilitating, collaborating, and coordinating with others to effect successful outcomes; data analysis; creative problem-solving; managing projects with clear timelines; working independently and with a team; navigating political processes and changing federal, state, and local demands; critical thinking skills and using knowledge base to stimulate cutting edge thinking; strategic planning and ongoing program assessment within the agency.

MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION:   Region Ten Community Services  
                                  110 Avon Street  
                                  Charlottesville, Virginia 22902

POSITION ORGANIZATION CHART

Deputy Executive Director  
|  
Chief Financial Officer

GRADE:    17

Position Description Updated: April 27, 2026

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

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Signature

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Name Printed

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Date