



Career Opportunity

**Finance & Grants Manager
(Financial Services Manager I)
Payband 5**

Position #00038

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

**\$42,614 - \$60,500
depending on experience**

Position Description

The Department of Historic Resources (DHR) has a great working culture, allows for telework/flex schedules and is a learning environment that allows individuals to thrive in their careers. DHR seeks a customer service oriented team player to serve as financial manager within its Financial Services Division. In this position the individual is responsible for overall grant and revenue management, general accounting, accounts payable, accounts receivable, travel, and cash receipt entry (deposits). Position reviews grant applications for compliance, maintains spreadsheets, reconciles accounts, prepares reports, and keys payments related to non-state and state agency grants to ensure compliance and that adequate levels of match exist. Completes time and effort reporting for grants. Uses ASAP for federal grant draw-downs. Secures and processes W-9's to add vendors to the Commonwealth Accounting System. Coordinate vendor and Employee EDI setup. Prepares and accurately codes journal entries (transactions). Audits/reviews travel reimbursements. Prepares year-end close schedules and financial statement directive attachments. Reconciles petty cash monthly. Performs fixed asset, lease, A/P Prompt Pay, and A/R Quarterly Report entry. Maintains accounts receivable records in QuickBooks, seeks collection, and coordinates debt set off. Assists staff with federal grant application and reporting, performs cash/revenue reporting and monitoring, and reconciliations. Coordinates/completes FFY year-end closing for federal grants. Ensures files are properly maintained and accessible for audit purposes. Serves as liaison with DOA for error correction/compliance assurance. May be assigned additional duties. This position is located in Richmond.

Qualifications Guide

Requires considerable accounting experience and knowledge of concepts in the Commonwealth Accounting Policies and Procedures (CAPP) manual and Generally Accepted Accounting Principles (GAAP). Experience with state central agency fiscal and accounting functions, activities and operations required. Knowledge of state policies for expenditures, prompt pay, and travel desired. Proficient computer skills in Excel and Word are required. Knowledge or experience with QuickBooks, Cardinal (or other ERP system), CARS, FINDS, FAACS, LAS, IRMS, VAPPs/VACCs, and Reportline highly desired. Demonstrated ability to interpret and apply state and federal guidelines; research, analyze, and reconcile financial data, solve problems; prepare reports, and provide quality customer service to grantee's, the public, other state agencies and the legislature. Possess attention to detail, exceptional organizational skills, and the ability to work effectively with agency staff, coworkers and independently with minimal supervision. Able to handle multiple tasks and priorities. Effective communication skills are essential. Graduation from college or university with degree in accounting, finance or related field; and/or experience as an accountant, financial analyst, or auditor, preferably in State Government. A criminal background check required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system at <http://jobs.virginia.gov/> by Tuesday, November 15, 2016. Resumes may be attached but may not substitute for a state application.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.