



CITY OF ALEXANDRIA
 HUMAN RESOURCES DEPARTMENT
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Financial Reporting Manager

Finance

JOB NUMBER: 2018-00160

SALARY: \$65,786.76 - \$96,515.64 Annually

OPENING DATE: 11/28/17

CLOSING DATE: 12/12/17 11:59 PM

THE POSITION:

Financial Reporting Manager



"Preserving the Past, while Innovating our Future!"

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), Arlington and Fairfax counties. With a population of approximately 150,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria has a charming waterfront and is a unique and historic place to live and work. About one-quarter of the City's square miles have been designated as a national or local historic district. We proudly embrace our rich history and seize the endless opportunities that lie ahead. If you are interested in working for the vibrant City of Alexandria, we invite qualified candidates to apply for our **Financial Reporting Manager** position.

What we do and how we do it is driven by our 4 Guiding Principles:

- Aligning the work we do with our strategic plan
- Executing against our strategy and ensuring accountability for our results
- Promoting and encouraging a culture of leadership and ownership at all levels of the organization
- Promoting a culture of service excellence, creativity and entrepreneurship

An Overview

The City of Alexandria's Finance Department is looking for a detail oriented, hands-on, and collaborative Financial Reporting Manager to join our team. As a member of the Accounting Division, the Financial Reporting Manager directly supervises and manages our financial reporting team which is responsible for the accurate preparation of the City's comprehensive annual financial report (CAFR), in addition to other critical financial reporting tasks and deliverables. This position partners with the Comptroller to ensure all of the Accounting Division's deliverables are of high quality. A significant aspect of this work involves use of the City's enterprise resource planning (ERP) system, Munis. In general, the Financial Reporting Manager is an expert in the accounting field who takes ownership of and advocates for the City's ability to produce accurate and complete financial reports in a timely matter.

The Financial Reporting Manager leads a team of four professional accountants with responsibility for the accurate and timely production of the City's CAFR, capital assets, year-end closings, grant and bond accounting, and other regulatory and financial reporting tasks, as well as the successful research and resolution of all discrepancies. This position ensures that the financial reporting team continuously improves their expertise through training and practice. Additionally, the Financial Reporting Manager, along with the Comptroller, is the primary point of contact for the City's annual audits. The Financial Reporting Manager has considerable latitude for independent judgment under the general supervision of the Comptroller. The day-to-day work of the Financial Reporting Manager is generally self-directed and determined by the City's overall financial reporting needs.

What You Should Bring

The ideal candidate is an expert in the field of public or governmental accounting and has experience successfully managing teams of financial professionals tasked with producing complex, critical financial reports and documents. Additional skills and abilities include:

- Thorough knowledge of accounting theory, principles, and practice and their application to a wide variety of transactions and problem solutions;
- Ability to analyze complex financial information with attention to detail to accurately prepare complex financial and administrative reports;
- Highly proficient in the utilization of Microsoft Excel for financial analysis (i.e. pivot tables, vlookup)
- Highly proficient in the utilization of an ERP system for financial reporting;
- Experience with GASB and FASB pronouncements and their applications, as well as preparation and analysis of financial statements in accordance with GAAP;
- Ability to plan, organize, and coordinate the technical work of accountants and provide technical training;
- Ability to establish and maintain effective working relationships with all levels of management and external business partners.

The Opportunity – Examples of Work

- Manages the production of the City's CAFR and preparation of all relevant supporting documentation including deliverables for the annual external basic financial statements and single audits;
- Oversees the printing and distribution of the CAFR to individuals and organizations;
- Supervises the grant and bond accounting processes;
- Hires, assigns duties, supervises and evaluates progress, and sets direction for the City's financial reporting program including co-managing the monthly and year-end accounting close process;
- Ensures staff is cross-trained and empowered to continually take on more responsibility in an effort to grow professionally
- Interprets changes to accounting processes and procedures and recommends courses of action;
- Effectively communicates with staff to ensure that new practices, processes, and procedures are implemented appropriately;
- Co-manages the maintenance of the general ledger and reconciliation of accounts;
- Responds to financial reporting requests from internal and external sources; and
- Performs related work as required.

About the Department

The City of Alexandria's Finance Department is a fast-paced, diverse, and customer service focused operation that serves both members of the public and the other departments of the City itself. The Finance Department has seven divisions and in fiscal year 2018 is operating with a total budget of \$14 million and 104.5 FTE positions. The main responsibilities of the Finance divisions are as follows:

- The Revenue Division assesses personal property, meal sales, transient lodging and other taxes, and also issues business and professional licenses;
- The Treasury Division bills, collects, invests, and manages all City monies;
- The Real Estate Assessments Division appraises each parcel of real estate in the City, the value of which is used to bill for the real estate tax;
- The Purchasing Division is responsible for centralized City procurement;
- The Accounting Division maintains records on the financial operations of the City and prepares the City's monthly and annual financial reports;
- The Pension Division manages pension plans for City employees; and
- The Administration Division provides executive-level strategy and direction via the Director and Deputy Director and also administers the department's budget, human resources, and performance management. This division also provides risk management services for the City and manages the City's enterprise resource planning (ERP) system, Munis.

MINIMUM & ADDITIONAL REQUIREMENTS:

Four year college degree; five years of experience in professional accounting work, including at least one year of

experience in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS:

Four year college degree in accounting, finance, or related field; certified government financial manager (CGFM), certified public accountant (CPA) certification, or other relevant professional financial certification; five years professional work experience in financial reporting with at least two years in a local government specifically working on the development of the comprehensive annual financial report (CAFR).

NOTES:

This position requires the successful completion of pre-employment background checks including but not limited to drug testing, criminal background.

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An Equal Opportunity Employer

Financial Reporting Manager Supplemental Questionnaire

1. I understand that failure to thoroughly and accurately complete the "Education" and "Work Experience" sections on my application and the "Supplemental Questionnaire" will result in my application being rejected.

Yes No

2. Do you meet the minimum qualifications for this position, which include a four year college degree and five years of experience in professional accounting work, including at least one year of experience in a supervisory capacity, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities?

Yes No

3. Do you have a four year college degree in accounting, finance, or related field?

Yes No

4. Do you have a professional financial certification such as certified government financial manager (CGFM) or certified public accountant (CPA)?

Yes No

5. If you answered "yes" to question 3, what professional financial certification do you have?

6. Do you have at least five years of professional work experience in financial reporting?

Yes No

7. If you answered "yes" to question 6, please describe your experience in financial reporting.

8. Do you have at least two years of professional work experience in a local government working with the comprehensive annual financial report (CAFR)?

Yes No