



CITY OF ALEXANDRIA
 HUMAN RESOURCES DEPARTMENT
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Financial Reporting Accountant

Finance

JOB NUMBER: 2018-00164

SALARY: \$56,835.22 - \$76,133.20 Annually

OPENING DATE: 11/30/17

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

THE POSITION:

Financial Reporting Accountant



"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 Accountant** 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, experienced, self-starting Financial Reporting Accountant to join our team. As a member of the Accounting Division, the Financial Reporting Accountant is a key member of the financial reporting team, which is responsible for supporting the annual financial audits and the accurate preparation of the City's comprehensive annual financial report (CAFR), in addition to other critical financial reporting tasks and deliverables. To this end, the Financial Reporting Accountant conducts complex regulatory research, analyzes financial data, and troubleshoots and resolves reporting and recordkeeping issues in our enterprise resource planning system (ERP), Munis.

The Financial Reporting Accountant regularly works under minimal supervisor with staff in other departments to ensure that City-wide financial operations run smoothly. An employee in this role regularly conducts general ledger account reconciliations, variance analysis, and creates journal entries in the City's ERP system, Munis; prepares the schedule of expenditures for federal awards (SEFA); and performs accounting for pensions, capital projects, grants, and bonds. The

Financial Reporting Accountant works under the general supervision of the Financial Reporting Manager.

What You Should Bring

The ideal candidate possesses thorough knowledge of accounting theories, principles, and practices, including in-depth familiarity with General Accepted Accounting Principles (GAAP); prior experience performing fund accounting in a local government setting; and skill communicating clearly and effectively, both verbally and in writing. Additional skills and abilities include the ability to prepare, and experience preparing, financial reports; high level of comfort and skill using Microsoft Excel for financial analysis (e.g. pivot tables, vlookup); familiarity with ERP systems, such as Tyler Munis; ability to analyze financial data; ability to multitask in a fast-paced environment; ability to work well with others as part of a team; and ability to take initiative to see a task through to completion.

The Opportunity – Examples of Work

- Producing accurate, complete, and timely monthly, annual, and ad hoc financial reports, as a member of the financial reporting team;
- Performing general ledger account reconciliations;
- Performing journal entries;
- Analyzing, reviewing, and resolving financial issues to ensure accuracy of accounts and adequacy of documentation;
- Performing complex regulatory research using the City's ERP system, Munis;
- Performing 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:

Bachelor's degree in Accounting, Finance or closely related field from an accredited college or university and two years of applicable experience; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS:

Advanced skill with Microsoft Excel (e.g. pivot tables, vlookup); prior experience utilizing a complex software system for financial analysis and reporting (e.g. Munis, Oracle, PeopleSoft, etc.); prior experience performing financial reporting duties in a local government setting.

NOTES:

This position requires the successful completion of pre-employment background checks including but not limited to criminal records background check and reference check. The recruitment and selection process for this position may include a phone interview, panel interview, and written or technical exercise.

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An Equal Opportunity Employer

Financial Reporting Accountant 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 Bachelor's degree in Accounting, Finance, or closely related field from an accredited college or university and two years of applicable experience; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities?
 Yes No

3. Do you have advanced skill with Microsoft Excel (e.g. pivot tables, vlookup)?
 Yes No

4. Do you have prior experience utilizing a complex software system for financial analysis and reporting (e.g. Munis, Oracle, PeopleSoft, etc.)?
 Yes No

5. If you answered "yes" to question 4, please describe your prior experience utilizing a complex software system for financial analysis and reporting.

6. Do you have prior experience performing financial reporting duties in a local government setting?
 Yes No

7. If you answered "yes" to question 6, please describe your experience performing financial reporting duties in a local government setting.