

#00544 Financial Reporting Manager

Salary up to \$66,900 - \$87,000

Please apply to https://www.abc.virginia.gov/jobs/public/positionOpening_list.do

Join Our Team Crafted of Virginia's Top Shelf Talent!

Virginia Alcoholic Beverage Control Authority (VA ABC) Financial Management Services (FMS) Division is seeking a Financial Reporting Manager. This position supports ABC's mission through development of the annual financial report, Department of Accounts reporting, supporting Auditor of Public Accounts requirements, development of quarterly profit transfers to the Commonwealth and by providing financial information to decision makers through internal financial reporting.

The Division objective is to support ABC's Mission through successful fulfillment of responsibilities in financial management, financial reporting, compliance assurance, payroll, accounts payable, accounts receivable (sales audit), budget development, budget reporting, malt beverage & wine tax collection, auditing of tax payments to ABC, and significant support to annual audit with the Auditor of Public Accounts. In addition, the Division is responsible for maintaining high customer service standards to both internal and external customers.

Our Mission

Virginia ABC generates a reliable stream of revenue for Virginia and promotes public safety through the responsible sale and regulation of alcoholic beverages.

Our Vision

To bring good spirits and excellent service to Virginia.

Our Values

Accountability – Service – Integrity – Performance Excellence

We offer:

- *Excellent work/life balance*
- *Average work week is 40 hours*
- *14 paid Holidays and PTO earned every 2 weeks worked*
- *Affordable Healthcare with employer contributions*
- *Virginia Retirement System (VRS) benefits*
- *College Tuition Reimbursement program*

Authority employees are covered under the Commonwealth's [benefits package](#) and [VRS](#). However, Authority employees are exempt from the Virginia Personnel Act and the Virginia Public Procurement Act. To find out more about VA ABC visit our website: <https://www.abc.virginia.gov/about/agency-overview>

ESSENTIAL JOB FUNCTIONS (Include but are not limited to the following, as well as other duties that may be assigned on an ad-hoc basis)

- Prepare quarterly and annual financial statements (including footnotes) in accordance with US GAAP.
- Prepare quarterly and annual financial statements (including footnotes) for lender compliance purposes.
- Maintain BI tool for budget analysis.
- Conduct Adhoc Financial Analyses.
- Draft position papers on key accounting issues to support accounting principles/methods being used.
- Manage the preparation and distribution of internal financial statements and reports, maintaining the highest quality, reliability, and accuracy.
- Assist in the completion of any information requests or ad-hoc analyses
- Assist in documenting accounting and reporting procedures.
- Develop and maintain a strong working relationship with departments across the organization, as well as with third parties.
- Track appropriation spending for Enforcement and Administrative Costs.
- Provides effective leadership of the Financial Reporting staff to ensure the goals, objectives, and strategies of the Authority.
- Provide financial results monthly analysis comparisons from prior year to budget.
- Provide monthly financial results overviews to directors.
- Develop communication format for leadership about financial opportunities and concerns.
- Complete all work with a high level of self-review prior to submission.

MINIMUM QUALIFICATIONS

- Ability to develop financial and operational models.
- Must possess analytical, problem solving, and decision-making skills
- Must possess excellent verbal, listening, and written communication skills
- Knowledge of financial information related to financial statements and related accounting matters
- Ability to maintain knowledge base of changing information systems.
- Ability to create a team atmosphere and ensure satisfactory output from staff.
- Ability to work on multiple tasks and to work independently.
- Ability to work with and influence people at all levels of the organization.
- Working knowledge of generally accepted accounting principles (GAAP).
- Working knowledge of CARS and (CAPP) of the Commonwealth Accounting Policies and Procedures Manual.
- Knowledge of the operation of general ledger accounts and transaction codes
- Knowledge of retail store procedures as applied to sales and revenue accountability.
- Ability to develop financial and operational models.
- Must possess analytical, problem solving, and decision-making skills
- Must possess excellent verbal, listening, and written communication skills
- Knowledge of financial information related to financial statements and related accounting matters.
- Demonstrated financial data analytical skills.

- Extensive experience in as MS Office (Excel, Word, Outlook), databases.
- Extensive customer service and independent decision-making skills.
- Experience with a financial system general ledger module.

PREFERRED QUALIFICATIONS

- Graduation from college or university with a concentration in accounting or equivalent work experience.
- Previous managerial experience in Accounting or Finance department.
- Experience with the governmental reporting model, specifically with state requirements.

Virginia Alcoholic Beverage Control Authority has relocated to 7450 Freight Way, Mechanicsville, VA 23116.

VA ABC is a Military-Friendly Employer, is V3 Certified, and embraces Diversity, Equity, and Inclusion.

All employment offers are also contingent upon compliance with Executive Directive #18, effective September 1, 2021. In order to comply, Virginia ABC Authority associates are required to disclose their vaccination status. Those individuals not fully vaccinated by their start date are required to undergo and report the results of weekly Covid-19 testing.

*For consideration for employment, you must complete an online application at https://www.abc.virginia.gov/jobs/public/positionOpening_list.do
Resumes may accompany but will not substitute for a completed State Application Form. Your completed online application MUST BE RECEIVED by Human Resources no later than 11:59 p.m. on the stated closing date.*

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The Virginia Alcoholic Beverage Control Authority does not provide sponsorship. We are an equal opportunity employer without regard to sex, race, color, religion, national origin, age, sexual orientation, political affiliation, veteran status, or disability.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

ABC will provide, if requested, reasonable accommodation to applicants in need of accommodation to provide access to the application and/or interview process.

Criminal history record checks are required prior to employment. All employment offers are contingent upon compliance with Form I-9 completion timeliness and confirmation of employment authorization by E-Verify.