

## **Salary up to \$105,000**

Virginia Alcohol Beverage Control Authority's (VA ABC) Financial Management Services (FMS) is seeking an Assistant Director of Budgeting and Forecasting. This position leads the development and administration of the Authority's annual budget and is responsible for tracking, reporting, EPBCS maintenance and analysis. This position also develops the current year and multiyear GACRE forecasts and is responsible for all Department of Planning and Budgeting (DPB) reporting. In addition, the incumbent maintains constant communication with senior leadership by being the liaison with the division directors and C-suite for meetings on budgets and leading the quarterly budget meetings with the full leadership team.

The FMS Division's overall objective is to support ABC's Mission through successful fulfillment of responsibilities in the areas of financial management, financial reporting, compliance assurance, payroll, accounts payable, accounts receivable (sales audit), budget development, budget reporting, malt beverage & wine tax collection, auditing and tax management.

### **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***

***Virginia ABC 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**

Conduct monthly analysis of financial results compared to prior year and budget: sales trends, cost trends, recommendations to leadership.

Develop communication formats for leadership about financial opportunities and concerns.

Develop revenue budget for the Authority.

Develop fixed asset depreciation budget.

Prepare Department of Planning and Budget Decision Briefs for the Authority.

Develop annual operating plans with defined milestones, dates and deliverables that support division and Authority's initiatives.

Monitor and supervise Budgeting & Forecast financial reporting operations to ensure objectives are achieved and operations & projects are conducted within approved timelines.

Budget and appropriate state and Authority's legal and policy requirements and analyze expenditures to ensure they do not exceed appropriations.

Develop presentations to present to DPB, Senate and House Committees on GACRE Forecast and Budget matters.

Provide effective leadership to the Budgeting & Forecasting staff to ensure the goals, objectives, and strategies of the agency (which are applicable to the Division) are supported through the effective deployment of resources.

## **MINIMUM QUALIFICATIONS AND SKILLS**

Comprehensive knowledge of the principles and practices of governmental budgeting and accounting.

Working knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards (GASB).

Working knowledge of the operation of general ledger accounts and transaction codes, an understanding of point of sale cash register operations, and an understanding of retail store procedures as applied to sales and revenue accountability.

Extensive skills with Microsoft programs such as Excel, Word, databases, product distribution, inventory controls, financial systems, and store POS systems.

Software implementations, software enhancements, system interfaces and other software products skills.

Extensive Customer service skills along with strong analytical and independent decision-making skills.

Demonstrated ability to analyze financial data and effectively communicate results to a diverse group including senior leadership.

Ability to maintain knowledge base of changing information systems.

Graduation from college or university with a concentration in accounting or equivalent work experience.

Experience with an enterprise budget tool (ex. EPBPS) and a cloud-based Oracle general ledger system.

**PREFERRED QUALIFICATIONS**

Bachelors/MBA with a concentration in Accounting, Finance or related field involving budget or financial analyses and/or equivalent experience preferred

CPA or CMA preferred