

**Accounting and Financial Manager
Central Virginia Waste Management Authority
Richmond VA**

Administers the Authority's accounting and financial reporting operations and related work as required under the general direction of the Executive Director.

Central Virginia Waste Management Authority (CVWMA) is a regional government agency and knowledge of governmental/fund accounting is preferred.

- Manages and performs oversight of the Authority's finances. Maintains automated financial accounting records, prepares monthly bank reconciliations, prepares disbursements/payments to contractors and vendors, records journal entries and balances all special-project accounts and subsidiary ledgers.
- Coordinates annual audit including the preparation of the annual financial statements and Annual Comprehensive Financial report (ACFR); submits ACFR to appropriate governing bodies and regulatory agencies.
- Presents financial activity to Board members.
- Participates in the development of the annual budget; monitors revenues and expenditures throughout the fiscal year in comparison to budget. Reports results to the Board.
- Responsible for prudently investing excess Authority funds.
- Serves as Clerk to the Authority Board of Directors; reviews and edits Board meeting minutes.
- Prepares biweekly payroll to include benefit payments, reconciliation to VRS, tracks leave balances and ensures W-2 forms have accurate information; performs risk management function for the agency.
- Coordinates maintenance on Authority computers and office equipment.
- Generates billing invoices to jurisdictions in accordance with service agreements.

Bachelor's degree in accounting or related field required.