

## Chief of Accounting



### Salary Range Depending on Qualifications \$94,917.29 - \$139,838.48

#### **Position Summary**

Under broad guidance, the Chief of Accounting (Controller) is responsible for:

- Supervising staff to include staff development,
- Providing a lead role in financial accounting and financial reporting including the Annual Comprehensive Financial Report, annual budget and related processes,
- Providing financial knowledge and skills to advise the General Manager, and the Director of Finance on issues affecting HRSD,
- Managing HRSD's financial management system (ERP) including accounting, payroll, accounts payable, investments, general ledger, budget, and financial reporting,
- Projecting revenue and expenditures used in the establishment of HRSD rates.

#### **Examples of Position Duties**

- Serves as a key member of the Finance Department management team and Debt and Investment Committee, primary contact with auditors of the financial statements,
- Ensures interim financial reports, financial statements and other related information is reported accurately and timely to the appropriate parties and ensures a robust system of internal controls throughout the organization is maintained.
- Prepares the division's budget and is the primary author of the Annual Comprehensive Financial Report (ACFR)
- Works directly with HRSD's rate consultant to help establish proposed rates, and prepares the Rate Schedule
- Oversees accounting and finance related record keeping requirements involving HRSD benefit programs which include health, life, Virginia Retirement System (VRS), disability, post retirement health benefits, deferred compensation 457 plan, and vacation and sick benefits
- Performs other duties as assigned

#### **Qualifications**

##### **Education**

Bachelor's degree in Accounting required; Master's degree in accounting, business administration or public administration desired.

##### **Experience**

- Five years in a supervisory position managing an accounting staff of professionals and non-professionals in a small-to mid-size, multi-site company required.

- Significant experience in analysis, preparation, and presentation of financial statements and budgets required.
- Experience in the Water or Sewer Utility field, in a government, authority, or not-for profit, and/or public accounting or equivalent experience desired.

**Benefits**

- 80 hours PTO upon hire/13 holidays annually
- Virginia Retirement System
- Generous premium-free health benefits
- Compensatory time for hours worked over 40/week
- Hybrid weekly work schedule available following training

For further information and a more detailed job description, please apply online by May 5, 2023 at [www.hrsd.com/jobs](http://www.hrsd.com/jobs). EOE