



SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
FINANCIAL REPORTING MANAGER**

An Equal Opportunity Employer

SALARY

\$79,589.66 - \$103,466.56 Annually

JOB TYPE: Regular Full-Time

ISSUE DATE: 07/01/2022

APPLICATION DEADLINE: 07/23/2022

THE POSITION

Under limited supervision, plans, organizes, and performs advanced level, accounting, complex financial reporting, accounting process analyses, and department training on accounting processes, internal controls, and governmental accounting standards. May direct and coordinate activities of other accounting staff; and be periodically tasked with interdivisional or interdepartmental responsibility over special projects. Reports to the Chief Accounting Officer.

SPECIAL DUTIES & RESPONSIBILITIES

- Provides technical guidance to departments, and assists in development and review of financial and accounting policies in accordance with GAAP, while complying with applicable statutory requirements and regulatory guidelines.
- Researches, interprets, and analyzes new accounting pronouncement and standards, and their impact to the County.
- Oversees countywide implementation of new governmental accounting and reporting standards.
- Manages preparation and compiling of the county's Annual Comprehensive Financial Report (ACFR), which is prepared in accordance with generally accepted accounting principles (GAAP) and audited as required by State code.
- Maintains the County's automated ACFR financial reporting software.
- Assists in coordinating the external audit and tracks and facilitates resolution of audit-related requirements.
- Manages preparation of the annual transmittal files in accordance with the specifications furnished by the Auditor of Public Accounts which are incorporated into the Comparative Report of Local Government Revenues and Expenditures issued by the APA and submitted to the General Assembly.
- Manages the preparation and compilation of the County and school board's annual single audit report.
- Reconciles quarterly state disbursement reports to the County's general ledger.

- Ensures that the County's chart of accounts is designed to meet the County's ongoing reporting requirements.
- Ensures internal controls and separation of duties are followed to maintain fiscal integrity and fraud avoidance with emphasis on using automated controls in the County's financial system whenever possible;
- Plans and coordinates the documenting of financial policies and procedures related to accounting, reporting and internal control.
- Develops training programs to increase policy and procedural compliance.
- Assists the internal auditor, as time permits, to monitor and evaluate internal control processes associated with decentralized financial operations of the county and develop coordinated approaches to maintain department compliance with generally accepted accounting principles and practices and adherence to County policies;
- Performs other related duties as assigned.

MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in Accounting, Finance, or a closely related field; and five (5) years of increasingly responsible professional accounting experience and/or accounting/financial operational experience. One (1) year of required experience may be substituted with a professional certification (CPA, CIA, CFE, or CPFO).

SPECIAL REQUIREMENTS

- Familiarity with and able to effectively use governmental accounting automated financial systems.
- Considerable knowledge of Accounting (GAAP) and auditing (GAAS) principles.
- Ability to research, analyze, and interpret complex accounting standards.
- Ability to develop presentations to explain technical accounting issues in non-technical terms for utilization by other staff members and senior management.
- Ability to plan and direct professional and/or paraprofessional accounting staff involved in analysis and review of complex, diversified accounting tasks.
- Ability to compile and evaluate data, draw sound conclusions, and recommend course of action.
- Ability to conduct financial studies and prepare complex financial reports.
- Ability to communicate effectively, both orally and in writing, respectfully and professionally.
- Ability to develop and maintain effective working relationships with all levels of government and the general public.
- Ability to maintain high degree of professionalism when dealing with sensitive or confidential information.
- Skill in being a self-starter, requiring minimal supervision and direction.
- Ability to work effectively in a team environment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.spotsylvania.va.us>

OR

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EXAM #01822
FINANCIAL REPORTING MANAGER
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