



Local Government Associate Position Description

The Local Government Associate supports the office in processing financial data and other information received from local governments and assists with audits of courts and local constitutional officers. We are looking for a mission-driven individual eager to make a difference in the Commonwealth and motivated to advance with a Richmond Top Workplace. The [Auditor of Public Accounts \(APA\)](#) is the legislative external auditor for the Commonwealth of Virginia's executive and judicial branches. Our mission is to serve Virginia citizens and decision makers by providing unbiased accurate information and sound recommendations to improve accountability and financial management of public funds. Interested candidates should send their resume and cover letter to talent@apa.virginia.gov.

Position Details

- Inputs and verifies financial data received from localities to assist with the compilation of local government special reports including the [Comparative Report](#) and [Fiscal Distress Monitoring Report](#)
- Catalogs reports and other information received from local governments
- Assists with annual review of published resources for local government audit and reporting
- Demonstrates strong administrative and organizational skills to prioritize and manage tasks within assigned budgets and deadlines
- Assists with audits of courts and local constitutional officers as needed

Minimum Requirements

- Associate degree in business administration or related field or relevant work experience
- Strong oral and written communication skills
- Ability to work both independently and collaboratively with a team, while remaining engaged in multiple projects
- Working knowledge of Windows and Microsoft Office software, including Word and Excel
- Some overnight travel requires a valid driver's license and ability to provide own transportation
- U.S. citizen or permanent resident and must pass a background check

Salary and Benefits

- Salary \$40,000 - \$45,000
- Annual, Sick, Family/Personal paid time off and 14 paid state holidays
- Community Service, Parental, Education, and Certification Exam leave options
- Tuition and Exam Fee Reimbursement
- Health, Dental, Life, and Long-term care insurance
- Medical and Dependent Care Flexible spending accounts
- Defined Benefit and Defined Contribution retirement plan through the [Virginia Retirement System](#)



Collaborative



Engaged



Knowledgeable



Professional