Financial Reporting Manager

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), Arlington and Fairfax counties. With a population of approximately 150,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria has a vibrant waterfront and is a unique and historic place to live and work. About one-quarter of the City's square miles have been designated as a national or local historic district. We proudly embrace our racially and culturally diverse community. If you are interested in working for the progressive City of Alexandria, we invite qualified candidates to apply for the Financial Reporting Manager position.

An Overview
The City of Alexandria's Finance Department is looking for a detail oriented, experienced, and collaborative Financial Reporting Manager to join our team. As a member of the Accounting Division, the Financial Reporting Manager directly supervises and manages our financial reporting team, which is responsible for the accurate preparation of the City's comprehensive annual financial report (CAFR), in addition to other important financial reporting tasks and deliverables. A significant aspect of this work involves use of the City's enterprise resource planning (ERP) system, Munis. In general, the Financial Reporting Manager is an expert in the accounting field who takes ownership of and advocates for the City's ability to produce accurate and complete financial reports in a timely matter.

The Financial Reporting Manager leads a team of five professional accountants with responsibility for the accurate and timely production of the City's CAFR, capital assets, year-end closings, grant and bond accounting, and other regulatory and financial reporting tasks, as well as the successful research and resolution of all discrepancies. Additionally, the Financial Reporting Manager, along with the Comptroller, is the primary point of contact for the City's annual audits. The Financial Reporting Manager has considerable latitude for independent judgment under the general supervision of the Comptroller. The day-to-day work of the Financial Reporting Manager is generally self-directed and determined by the City's overall financial reporting needs.

What You Should Bring
The ideal candidate is an expert in the field of public or governmental accounting and has experience successfully managing teams of financial professionals tasked with producing complex, critical financial reports and documents. Additional skills and abilities include:
• Thorough knowledge of accounting theory, principles, and practice and their application to a wide variety of transactions and problem solutions;
• Ability to analyze complex financial information with attention to detail to accurately prepare complex financial and administrative reports;
• Experience with GASB and FASB pronouncements and their applications, as well as preparation and analysis of financial statements in accordance with GAAP;
• Highly proficient in the utilization of Microsoft Office, specifically advanced skills in Excel and Word;
• Ability to plan, organize, and coordinate the technical work of accountants and provide technical training;
• Ability to establish and maintain effective working relationships with all levels of management and external business partners.

The Opportunity – Examples of Work

• Manages the production of the City's CAFR and preparation of all relevant supporting documentation including deliverables for the annual external basic financial statements and single audits;
• Oversees the printing and distribution of the CAFR to individuals and organizations;
• Supervises the grant and bond accounting processes;
• Assigns duties, supervises and evaluates progress, and sets direction for the City's financial reporting program including co-managing the monthly and year-end accounting close process;
• Ensures staff is cross-trained and empowered to continually take on more responsibility in an effort to grow professionally;
• Interprets changes to accounting processes and procedures and recommends courses of action;
• Effectively communicates with staff to ensure that new practices, processes, and procedures are implemented appropriately;
• Co-manages the maintenance of the general ledger and reconciliation of accounts;
• Responds to financial reporting requests from internal and external sources; and
• Performs related work as required.

About the Department
The City of Alexandria's Finance Department is a fast-paced, diverse, and customer service focused operation that is responsible for: the assessment, collection, and enforcement of all City taxes, the management of cash flow and investments, accounting for and reporting the City's financial position, processing payroll, executing a fair and competitive procurement environment, assessing all real and personal property in the City, managing the City's risk and safety programs, and managing the City's pension plans. The Finance Department has seven divisions.
and in fiscal year 2020 is operating with a total budget of $13.9 million and 108.25 FTE positions. The goal of the Finance Department is to treat all employees, citizens, and business owners professionally, with fairness and compassion.

Minimum & Additional Requirements

Four year college degree; five years of experience in professional accounting work, including at least one year of experience in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Preferred Qualifications

Bachelors degree in accounting, finance, or a related field; experience utilizing a complex financial software system (e.g. Munis, Oracle/PeopleSoft, etc.) in a large organization; experience performing complex reconciliations of financial information; experience compiling government fund based financial statements; professional certification (Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), etc.); advanced skills with Microsoft Excel (e.g. pivot tables, vlookup, etc.).

Notes

This position requires the successful completion of pre-employment background checks including but not limited to drug testing, criminal background.

Agency

City of Alexandria

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