

Virginia Department of the Treasury
Senior Accounting Analyst – Position Number: 00124
Salary: Commensurate with experience and qualifications

Job Description:

The Virginia Department of the Treasury is dedicated to serving the Commonwealth by providing excellent management of its banking, investing, and financing services and the administration of unclaimed property and insurance programs.

The Senior Accounting Analyst position is in the Trust Accounting unit of the Operations Division. The selected candidate will be responsible for performing statewide and departmental accounting, custodial, and operational functions timely and accurately while making efforts to improve efficiency, and promote accountability. Specifically, the incumbent will:

- Administer state compliance programs and perform miscellaneous accounting functions for Treasury;
- Coordinate the processing of bond requisitions reviewing them for reasonableness, appropriate authorization, and sufficient funds;
- Prepare comprehensive annual financial statements in accordance with governmental accounting standards;
- Reconcile various accounting activities;
- Provide back-up support to other positions in the unit;
- Participate in special projects as assigned;
- Assist with compliance testing of the divisions' internal controls

Minimum Qualifications:

The selected candidate must at least possess the following qualifications:

- Demonstrated experience applying generally accepted accounting principles (GAAP) and practices.
- Prior work experience analyzing complex accounting transactions.
- Prior work experience completing financial statements from trial balance through adjusting journal entries to final product.
- Excellent written and verbal communications skills.
- Demonstrated ability to work in an automated, high transaction volume, accounting environment
- Demonstrated ability to work effectively, both independently and with people at all levels, is an essential element of this position.
- Must have strong computer skills and demonstrated proficiency with Microsoft Office applications, especially Excel.

Preferred Qualifications:

- Undergraduate degree from an accredited college or university in accounting. A degree in finance or related field with concentration in accounting or equivalent applicable education, experience, and/or training.
- Licensed as a CPA is a plus.
- Prior experience in financial statement preparation and automated general ledger accounting in a governmental environment is highly desirable.
- Knowledge of Commonwealth Accounting and Reporting practices.

How to Apply:

If you would like to apply for this position, please visit the link below:

<https://virginiajobs.peopleadmin.com/postings/207938>

The Virginia Department of the Treasury is an Equal Opportunity Employer.