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### Description

**Job Title** Senior Controller  
**Location** Henrico, VA, US  
**Organization Name** County of Henrico Department of General Services  
**About Us**

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

#### General Statement of Duties

**Closing Date:** This position closes on Monday, January 30, 2023.

Supervises all agency accounting functions in accordance with the prescribed uniform system of accounts; serves as administrative office manager; does related work as required.

#### Essential Duties

Extensive knowledge of the principles, methods and practices of accounting; good knowledge of the principles underlying the laws, ordinances, and regulations governing financial operations; good knowledge of modern business and personnel management practices; good knowledge of data processing systems and practices as related to financial management and reporting; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and

reports; ability to effectively manage and oversee multiple facilities and sites; ability to establish and maintain effective relationships with co-workers and the public; good professional judgment.

- Responsible for directing the development, preparation, justification, and execution of the department's annual operating budget.
- Performs projections on budget as needed throughout the year with particular emphasis last half of the year as year-end approaches on salaries, and utilities, reviewing purchase orders and aligning them based on anticipated needs and projecting small purchase expenditures using information from internal tracking system to ensure budget will be met. Advise management on fiscal operation and address concerns.
- Manages all agencies accounting functions for 8 divisions including oversight of the financial team and County switchboard operation.
- Supervises agency bi-weekly payroll to ensure compliance with time reporting with department and County policies; provides biweekly reporting summary to management and special reporting on time reporting as needed. Oversees new hires, terminations, and other HR paperwork.
- Assists in capital improvement budget process; performs all accounting functions for capital project payments; reconciles projects to general ledger and reports information.
- Oversees cafeteria daily settlement process includes reconciling sales, sales and meals taxes, depositing funds and reporting on metrics and billing for catered operations. Compile and submit monthly meals tax remittance.
- Serves as final approver of department purchase requisitions for the general fund and capital project purchases. Review ensures compliance with purchasing rules and regulations and other metrics.
- Responsible for processing all general government electricity accounts including new account setup.
- Review agency policies and procedures to ensure conformance with County policies and procedures and recommend changes or modifications designed to increase the efficiency and effectiveness of accounting operations, including the establishment of proper internal controls and segregation of duties.
- Ability to perform reconciliations to the general ledger; generate journal entries for adjustments; process agency accruals between fiscal years; manage quarterly building reimbursements and risk claims processes; tracking costs for over 100 facilities maintained; and oversees security review for financial and payroll users' responsibilities.
- Oversees grant management function including reporting, drawdowns, and compliance requirements are met.
- Responsible for compilation and reporting of FEMA-related weather events (hurricanes, snow) including damage, overtime, equipment used, repair costs, etc.
- Ability to multitask in a fast-paced environment; independently make financial decisions; knowledgeable on internal controls and segregation of duties to maintain proper structure; strong accounting background, accuracy and attention to detail necessary.

#### Minimum Qualifications

Possession of a bachelor's degree in business or public administration with emphasis in accounting or finance and management, and six (6) years of successful professional accounting experience, including two (2) years in a supervisory position; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### Additional Information

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

#### How To Apply

Closing Date: This position closes on Monday, January 30, 2023.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal though <https://henrico.us/services/jobs> or click on the Jobs link

in the upper right hand corner of our main County page at <https://henrico.us>.

**Minimum Salary** 81246  
**Maximum Salary** 149456  
**Currency** USD  
**Main Organization** General Government  
[General Government](#)  
**Employment Status** Permanent Fulltime  
[Permanent Full-time](#)  
**Amount of Travel**  
 Work At Home

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