

Working Title: **Senior Accountant**
Hiring Range: \$70,000 - \$95,000
EEO Code/Category: B – Professional
Job Type: Full-Time (Salaried)
Open Until Filled: Yes
Telework Options: Yes
Hiring Agency: VA Opioid Abatement Authority (856)
Agency Websitehttp: www.voaa.us
Location: Richmond (City)
Type of Recruitment: General Public

Job Description

A unique opportunity exists to work for the Opioid Abatement Authority (OAA) as its Senior Accountant. The purpose of the OAA is to abate and remediate the opioid epidemic in the Commonwealth through financial support from the Opioid Abatement Fund (“Fund”), in the form of grants, donations, or other assistance, for efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in the Commonwealth. The OAA is responsible for the establishment of criteria for funding requests and awards, ensuring that awards are distributed equitably, and evaluating funding requests and the implementation/results of the projects supported by the Fund. The OAA is established as an independent authority within State government, governed by an eleven-member Board of Directors and all of its employees are considered At-Will.

The OAA will be staffed with a small team of flexible, hard-working professionals who are committed to the mission of saving lives and helping communities recover from the opioid epidemic. OAA staff will exemplify stewardship of public trust and of the funds entrusted to our care. We will guard against waste or inefficiency, and we will perform our duties in a transparent manner. All staff members of the OAA will need to “wear multiple hats” and be willing to proactively complete any of a wide variety of duties as needed. The team environment requires all employees bring ideas forward and help identify creative solutions. The OAA office is located in downtown Richmond near Capital Square. Because the OAA is in start-up mode the nature of the work requires in-person presence at the office most days. However, just as the OAA expects its team members to be flexible and dynamic, in turn the team members should also expect the workplace itself to be flexible and dynamic. The availability of remote work will be evaluated over time and consistent with the goals of the OAA.

The OAA offers the challenge and opportunity of public service, work-life balance, and an attractive compensation package inclusive of paid time off, paid holidays, health/dental/life insurance, retirement and more. Compensation including base pay, bonuses and pay increases will be established by the Board of Directors.

The successful candidate will operate under the general direction of the Director of Finance and will be expected to work closely with the Executive Director and other staff to launch and lead the organization, to work closely with the OAA's Board of Directors, and with a variety of elected and appointed officials at the state and local levels.

This is an open until filled recruitment.

Minimum Qualifications

Considerable knowledge of general and state accounting policies and procedures and state systems.

Advanced knowledge of generally accepted accounting principles and practices, state reconciliation procedures, and federal and state funding procedures.

Highly proficient in the use of information systems, including state agency-based systems interfacing with the Cardinal Financials application, and Office 365.

Demonstrated ability to work independently; analyze/interpret and apply financial regulations, accounting methods, policies, and procedures; meet deadlines; analyze interpret, and solve complex problems related to fiscal data and fund sources; prepare financial reports and statements; and work in an automated environment.

Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Preferred Qualifications

College degree in accounting/business administration or related field.

Extensive experience with state accounting processes, procedures and applicable policies and laws, and state audit practices and procedures, including those prescribed and administered by the Auditor of Public Accounts.

Experience with cash and accrual-based accounting.

Certified Public Accountant (CPA) certification.

Special Requirements

Employment is contingent upon satisfactory results of a state and federal criminal history background check and the Department of Social Service's Child Abuse and Neglect Central Registry check, U.S. HHS IG Exclusion List check, employment reference check and E-Verify. Other financial, credit, driving, or other background checks prior to employment may be required for certain positions. Completion of Statement of Economic Interests will be required upon employment.

Special Instructions to Applicants

A cover letter and resume is required and may be submitted to info@voaa.us. Applications will be accepted until the position has been filled. Please be sure all pertinent work experience is included on your resume.

It is the policy of the Commonwealth that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions. As a V3 (Virginia Values Veterans) organization, the Opioid Abatement Authority honors the Commonwealth's veteran's hiring preference.

State agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.