

**Virginia Department of the Treasury**  
**Trust Accounting Manager – Position Number: 00198**  
**Salary: Commensurate with experience, up to \$125,000**

**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 Virginia Department of the Treasury is seeking a Trust Accounting Manager to join the Operations Division. The Trust Accounting Manager will be responsible for managing trust accounting and financial reporting functions to include timely and accurate processing and reporting of all trust financial accounting transactions, maintaining the trust accounting systems, managing accounting functions for some of the Commonwealth's debt-issuing boards and authorities, and accounting for investments, bond proceeds, and debt. This position will also be responsible for ensuring compliance with agency and state policies and procedures, contractual and legal requirements. Additionally, the incumbent in this position will be required to prepare financial statements and schedules in accordance with governmental accounting standards.

**Minimum Qualifications:**

The selected candidate will at least possess the following qualifications:

- Considerable knowledge and application of generally accepted accounting principles and practices
- Considerable knowledge and application of accounting and financial reporting
- Knowledge and application of accounting for debt and investments in a trust accounting environment
- Ability to work in an automated, high transaction volume environment
- Considerable experience preparing annual comprehensive financial reports
- Excellent communication, analytical and problem solving skills
- Proficiency in the advanced use of a PC and Microsoft Office products and the ability to use advanced functions
- Demonstrated ability to work well with all levels of management and employees
- Ability to direct and supervise the works of others while managing a complex and heavy workload.

**Preferred Qualifications:**

The following qualifications are preferred:

- CPA and/or degree in accounting or business related field or equivalent applicable education, experience, and/or training
- Considerable knowledge and application of generally accepted governmental accounting principles and practices
- Considerable experience in preparing governmental annual comprehensive financial reports
- Considerable experience in a governmental accounting environment

- Considerable experience accounting for debt and investments in a trust accounting environment
- Experience with Cardinal, the Commonwealth's accounting system, is highly desirable

**How to Apply:**

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

<https://virginiajobs.peopleadmin.com/postings/254535>

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