

Senior Accountant

Posting Details

Posting Summary

Working Title	Senior Accountant
Role Title	Finan Svcs Spec II
Role Code	19032-SW
FLSA	Exempt
Pay Band	05
Position Number	26100050
Agency	VCCS-System Office
Division	System Office (Div)
Work Location	Chesterfield - 041
Hiring Range	70,000-85,000
Emergency/Essential Personnel	No
EEO Category	B-Professional
Full Time or Part Time	Full Time
Does this position have telework options? -Telework options are subject to change based on business needs-	
Does this position have a bilingual or multilingual skill requirement or preference?	No
Work Schedule	Monday-Friday 8-5. May require some evenings and weekends
Sensitive Position	No
Job Description	



Virginia's community colleges have a 50-year track record of educational excellence and innovation to serve the needs of our citizens and strengthen the Commonwealth's economy. When Virginia's General Assembly established the Virginia Community College System in 1966, the need for a comprehensive system was well known. Over the two decades after the end of World War II, leaders in government, business,

professional sectors, and academia had called for a new approach to providing educational opportunity. A key concern was Virginia's ability to develop a skilled and knowledgeable workforce to expand the state's economy. Today our community colleges give every Virginian the opportunity to gain a quality education. With 23 colleges on 40 campuses located throughout the state, Virginia's Community Colleges are committed to serving Virginia families, helping them acquire the knowledge and skills to seize the opportunities of today and tomorrow.

The purpose of the Senior Accountant position is to perform system-wide general accounting functions. The position will provide assistance and backup to the financial statement preparation process (specifically CAFR, schedules, and footnotes), and provide fiscal guidance and oversight to the 23 community colleges and two agencies (System Office (SO) and Shared Services Center (SCC)). Specific responsibilities include but are not limited to, preparing journal entries and year-end accounting entries, reconciling accounts, responding to college inquiries, managing the Schedule of Expenditures of Federal Awards (SEFA) reporting and assisting with the PeopleSoft and Cardinal accounting systems budget entries.

Special Assignments

May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

KSA's/Required Qualifications

Knowledge

- In-depth knowledge of generally accepted accounting principles, practices, and governmental accounting standards
- Working knowledge of complex automated financial systems, such as PeopleSoft or other Oracle-based programs
- Financial statement preparation experience
- General knowledge of higher education and applicable federal and state guidelines
- Knowledge of federal programs including federal cash management standards

Skills

- Intermediate knowledge of MS Excel and Word
- Excellent communication skills, both oral and written
- Excellent customer service skills

Abilities

- Analyze financial data.
- Prepare accounting entries.
- Prepare budget-specific journal entries.
- Reconcile accounts and assist colleges with reconciliation questions.
- Prepare financial statement footnotes, journal entries, and provide general assistance with our Comprehensive Annual Financial Report (CAFR)
- Demonstrated ability to interpret administrative policies and procedures, exercise independent judgment, and make sound business decisions.
- Demonstrated ability to effectively manage time and work on multiple assignments.
- Demonstrated ability to work well with various levels of management and staff in a diverse and decentralized environment.
- Demonstrated ability to troubleshoot to resolve problems.
- Work effectively in a team environment
- Work independently

Additional Considerations

- Working knowledge of PeopleSoft or Cardinal accounting systems
- Higher education or state or local government general accounting experience.
- CPA or CPA candidate preferred.

Operation of a State Vehicle

No

Supervises Employees

No

Required Travel	Travel as needed.
Posting Detail Information	
Posting Number	CLS_2751P
Recruitment Type	General Public - G
Number of Vacancies	1
Position End Date (if temporary)	
Job Open Date	01/29/2024
Job Close Date	03/15/2024
Open Until Filled	No
Agency Website	www.vccs.edu
Contact Name	Patsy Rose
Email	prose@vccs.edu
Phone Number	804-819-4938
Special Instructions to Applicants	In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Certified Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: https://www.vadars.org/drs/cpid/PWContact.aspx , or call DARS at 800-552-5019.
Additional Information	This position is a state classified position. All classified employees new to the Commonwealth of Virginia will serve a 12-month probationary period. The VCCS offers competitive compensation along with excellent benefits and opportunity for career development.
Background Check Statement Disclaimer	The selected candidate's offer is contingent upon the successful completion of a criminal background investigation, which may include: fingerprint checks, local agency checks, employment verification, verification of education, credit checks (relevant to employment). Additionally, selected candidates may be required to complete the Commonwealth's Statement of Economic Interest. For more information, please follow this link: http://ethics.dls.virginia.gov/
EEO Statement	The Virginia Community College System, an EEO employer, welcomes applications from people of all backgrounds and recognizes the benefits of a diverse workforce. Therefore, the VCCS is committed to providing a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity, or other non-merit factors.
ADA Statement	The VCCS is an EOE and Affirmative Action Employer. In compliance with the Americans with Disabilities Acts (ADA and ADAAA), VCCS will provide, if requested, reasonable accommodation to applicants in need of access to the application, interviewing and selection processes.
E-Verify Statement	VCCS uses E-Verify to check employee eligibility to work in the United States. You will be required to complete an I-9 form and provide documentation of your identity for

employment purposes.

Quicklink for Posting

<https://jobs.vccs.edu/postings/69784>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. What are your salary expectations?

(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. Unofficial Transcripts
2. AHP Letter

Plant Funds Accounting Manager

Posting Details

Posting Summary

Working Title	Plant Funds Accounting Manager
Role Title	Financial Services Manager I
Role Code	19034-SW
FLSA	Exempt
Pay Band	05
Position Number	26100233
Agency	VCCS-System Office
Division	System Office (Div)
Work Location	Chesterfield - 041
Hiring Range	\$75,000 - \$90,000
Emergency/Essential Personnel	No
EEO Category	A-Official or Administrator
Full Time or Part Time	Full Time
Does this position have telework options? -Telework options are subject to change based on business needs-	Yes
Does this position have a bilingual or multilingual skill requirement or preference?	No
Work Schedule	40 hours per week. Monday thru Friday and as needed, may include one day of telework per week.
Sensitive Position	No
Job Description	



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educational opportunities. A key concern was Virginia's ability to develop a skilled and knowledgeable workforce to expand the state's economy. Today our community colleges allow every Virginian to gain a quality education. With 23 colleges on 40 campuses located throughout the state, Virginia's Community Colleges are committed to serving Virginia families, helping them acquire the knowledge and skills to seize the opportunities of today and tomorrow.

The Plant Funds Accounting Manager is responsible for:

- The sound management, control, and accuracy of plant fund accounting and reporting for the Virginia Community College System
- The effective coordination and execution of the Higher Education Equipment Trust Fund allocation for the community colleges
- Providing guidance to and training for fixed asset accounting functions at all 23 VCCS institutions

Special Assignments

May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

KSA's/Required Qualifications

Education and Experience

- Education and/or experience in accounting required.
- Working knowledge of generally accepted accounting principles, practices and governmental accounting standards
- Knowledge of automated techniques including strong personal computer skills
- Knowledge of federal programs including federal cash management standards
- Experience developing and maintaining accounting records
- Ability to interpret administrative policies and procedures, exercise independent judgment and make sound business decisions
- Ability to establish and maintain effective working relationships.

Knowledge

- In-depth knowledge of generally accepted accounting principles, practices, and governmental accounting standards. Experience with Plant Funds Accounting is a plus
- Working knowledge of complex automated financial systems, such as Peoplesoft, or other Oracle-based programs
- Financial statement preparation experience
- General knowledge of higher education and applicable federal and state guidelines. Experience with the Equipment Trust Fund is a plus

Skills

- Intermediate knowledge of MS Excel and Word
- Excellent communication skills, both oral and written
- Excellent customer service skills

Abilities

- Analyze financial data
- Prepare accounting entries for plant fund financial statements
- Prepare plant fund financial statement footnotes and provide general assistance with plant fund financial statement presentation
- Monitor the accuracy of the VCCS AIS Asset Management module
- Coordinate the Equipment Trust Fund Program for VCCS colleges and System Office
- Maintain the VCCS Pooled Bond debt service schedules
- Coordinate the fiscal year-end reporting of library books with the college Learning Resource Coordinators
- Maintain the equipment inventory records for the System Office
- Provide guidance to the colleges related to plant fund activity, including equipment trust fund and plant fund financial reporting
- Demonstrate ability to interpret administrative policies and procedures, exercise independent judgment, and make sound business decisions
- Demonstrate ability to effectively manage time and work on multiple assignments
- Demonstrate ability to work well with various levels of management and staff in a diverse and decentralized environment

- Work effectively in a team environment
- Work independently with little supervision

Additional Considerations

- Working knowledge of GASB standards
- Working knowledge of PeopleSoft
- Higher education general accounting experience
- State or local government general accounting experience

Operation of a State Vehicle

No

Supervises Employees

No

Required Travel

Travel as required.

Posting Detail Information

Posting Number

CLS_2828P

Recruitment Type

General Public - G

Number of Vacancies

1

Position End Date (if temporary)

Job Open Date

02/27/2024

Job Close Date

03/27/2024

Open Until Filled

No

Agency Website

<https://www.vccs.edu/>

Contact Name

Patsy Rose

Email

prose@vccs.edu

Phone Number

8048194938

Special Instructions to Applicants

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Quicklink for Posting

<https://jobs.vccs.edu/postings/70956>

Supplemental Questions

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1. * What are your salary requirements?

(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. Unofficial Transcripts
2. AHP Letter