Career Opportunity

July 1, 2022

Finance & Grants Manager
(Revenue Manager I)
Payband 5

Location: 2801 Kensington Ave Richmond, VA 23221

Maximum Hiring Range
Salary Negotiable to $83,509

Position Description

The Department of Historic Resources (DHR) has a great working culture, allows for telework/flex schedules and is a learning environment that allows individuals to thrive in their careers. DHR seeks a customer service oriented team player to serve as Finance and Grants Manager within the Administrative Services Division, located in Richmond. In this position, the individual is responsible for overall grant and revenue management, general accounting, accounts payable, accounts receivable, travel, and cash receipt entry (deposits). Position reviews grant applications for compliance, maintains spreadsheets, reconciles accounts, prepares reports, and keys payments related to non-state and state agency grants to ensure compliance and that adequate levels of match exist; completes time and effort reporting for grants; uses ASAP for federal grant draw-downs; secures and processes W-9’s to add vendors to the Commonwealth Vendor System; coordinate vendor and Employee EDI setup; prepares and accurately codes journal entries (transactions); audits/reviews travel reimbursements; prepares year-end close schedules and financial statement directive attachments; performs fixed asset, lease, A/R Quarterly Report entry; maintains accounts receivable records in QuickBooks, seeks collection, and coordinates debt set off; assists staff with federal grant application and reporting, performs cash/revenue reporting and monitoring, and reconciliations; coordinates/completes FFY year-end closing for federal grants; and ensures files are properly maintained and accessible for audit purposes. May be assigned additional duties.

Qualifications Guide

Requires considerable accounting experience and knowledge of concepts in the Commonwealth Accounting Policies and Procedures (CAPP) manual and Generally Accepted Accounting Principles (GAAP). Experience with state central agency fiscal and accounting functions, activities and operations required. Knowledge of state policies for expenditures, prompt pay, and travel desired. Proficient computer skills in Excel and Word are required. Knowledge or experience with QuickBooks, Cardinal (or other ERP system), FAACS, LAS, IRMS, VAPPs/VACCs, and Reportline highly desired. Demonstrated ability to interpret and apply state and federal guidelines; research, analyze, and reconcile financial data, solve problems; prepare reports, and provide quality customer service to grantee’s, the public, other state agencies and the legislature. Possess attention to detail, exceptional organizational skills, and the ability to work effectively with agency staff and independently with minimal supervision. Able to handle multiple tasks and priorities. Effective communication skills are essential. Graduation from college or university with degree in accounting, finance or related field; and/or experience as an accountant, financial analyst, or auditor, preferably in State Government. The selected candidate will be required to complete a criminal background check to include credit and to file a State and Local Statement of Economic Interests as a condition of employment. Teleworking is available and a valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, JULY 15, 2022 at http://jobs.virginia.gov/

EOE

DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.