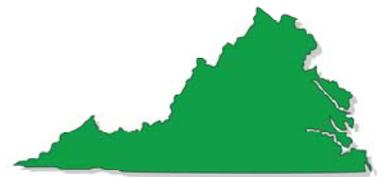


ACCOUNTING SPECIALIST



Position Overview

State Employees Only: The Library of Virginia is searching for an Accounting Specialist to support the Accounting Department in the Finance & Administrative Services Division. This position is responsible for processing accounting vouchers and ensuring compliance with state rules and regulations and with the Prompt Payment Act. The candidate selected for this position will be responsible for accounts payable processing utilizing Cardinal and the Small Purchase Charge Card (SPCC) program, will take a primary role in leading and developing all areas of the travel authorization and reimbursement process, will handle deposits and petty cash, and will provide technical assistance and help with other related duties as needed. In addition, the selected candidate will serve as a lead, or participate, in Cardinal implementation projects to assess work flow and impact of related Cardinal processes within area of responsibility. The successful candidate should fully embrace the Library's commitment to excellent customer service and collaboration and will need to work independently and as a member of a team.



Our Location:

**800 East Broad St.
Richmond, VA 23219**

The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 122 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



Our Main Building

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

Accounting Specialist (Financial Services Specialist I)

Position Number 00074
Salary Minimum \$32,619
Full-time with benefits

Qualifications:

- Sound knowledge of accounting principles and practices;
- Knowledge of accounts payable processing procedures, basic accounting entries, and their effect on the financial statements;
- Knowledge of office procedures and office equipment;
- Strong skill required in the use of computer and Microsoft Office products;
- Ability to analyze financial transactions, make sound judgements, and resolve discrepancies;
- Ability to pay attention to detail;
- Ability to communicate effectively with others, as well as the ability to identify and implement ways to perform job duties more effectively and efficiently;
- Demonstrated ability to prepare financial reports and statements;
- Demonstrated ability to meet established deadlines and work effectively with others;
- High school diploma or GED, with some college courses in accounting or equivalent level of experience in an accounting environment;
- Knowledge of the Commonwealth's CAPP manual, PeopleSoft products and the Commonwealth's Prompt Pay Act preferred; and,
- Four year degree in Accounting or related field preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

To Apply

Candidates must submit a fully completed Virginia state employment application and cover letter online at <https://virginiajobs.peopleadmin.com> for position #00074.

Please visit our website at www.lva.virginia.gov for full announcement and additional information. Selected candidate must complete a criminal background check.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at
804/692-3586 or email
nancy.epperly@lva.virginia.gov.

An EEO/AA/ADA Employer

Applications for this position must be received by 11:59pm on June 7, 2016.