



## Position Overview

The Library of Virginia is seeking a Financial Manager to work in the Finance Services unit of the Administrative Services Division. The individual in this position will be responsible for managing all accounting, budgeting, financial reporting, and compliance activities, as well as a four-person staff of professionals and paraprofessionals. The Library of Virginia is a diverse educational institution. The selected candidate should be able to demonstrate a high-level of attention-to-detail and should have the ability to adhere to deadlines and ensure timely delivery of services during peak times. This position is open to active Commonwealth of Virginia state government employees only.



OUR LOCATION:

800 East Broad Street  
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.



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.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# FINANCIAL MANAGER (Financial Services Manager II)

**Position Number 00049**

**Salary Minimum: \$55,672**

**Full-time with benefits**

*This position is open to active Commonwealth of Virginia state government employees only.*

## **Qualifications**

- Comprehensive knowledge of generally accepted business and accounting principles and practices;
- Comprehensive knowledge of fiscal/accounting functions and policies and procedures within state government;
- Considerable knowledge of the state budget process
- Considerable knowledge of management and supervisory principles;
- Strong working knowledge of audit and compliance issues;
- Strong working knowledge of computer applications related to accounting, budgeting, and planning;
- Demonstrated ability to manage state non-general fund revenue, appropriation and expenditure issues and requirements including federal grants;
- Demonstrated experience in spreadsheet, database, and report writer software;
- Demonstrated ability to manage all aspects of financial accounting, budgeting and reporting functions including systems and internal controls;
- Ability to analyze financial data, make sound recommendations, and to develop and implement policies and procedures;
- Demonstrated ability to supervise, develop, and coach a professional and paraprofessional staff;
- Ability to effectively communicate information and ideas, orally and in writing, with all levels of management and with central state agencies; and,
- Progressively responsible supervisory and management experience in state government accounting, budgeting, and fiscal operations and compliance assurance.

## **Preferred**

- Graduation from a college or university with major studies in accounting, business administration, or a closely related curriculum preferred;
- Knowledge of state financial systems such as CIPPS and Cardinal highly desirable; and,
- MBA or CPA highly desirable.

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, cover letter & resume online at <https://virginiajobs.peopleadmin.com> for position #00049.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for full announcement and additional information. Selected candidate must complete a criminal background check and the Statement of Economic Interest for the Commonwealth of Virginia.

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](mailto:nancy.epperly@lva.virginia.gov).

**An EEO/AA/ADA Employer**

**Applications for this position must be received by 11:59pm on October 30, 2016.**