



LIBRARY OF VIRGINIA

FINANCE DIRECTOR

Financial Services Manager II; Pay Band 6

Position #00049

Salary Range: \$115,000-\$129,886 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia is seeking a Financial Director to work in the Finance Services unit of the Finance and Administrative Services Division. The incumbent in this position will be responsible for planning, organizing, and managing all accounting, budgeting, financial reporting, and compliance activities as well as managing a five-person staff of professionals and paraprofessionals. The selected candidate must 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.

The Library of Virginia is a diverse and complex educational institution of the Commonwealth where accountability is highly monitored by outside agencies and constituencies and the consequences of inaccurate data may result in adverse effect to affected localities in statewide programs as well as to the Library and may become matters of public knowledge.

This position is eligible for limited telework opportunities, not to exceed two days per week, after the first six months of employment or end of probationary period, if applicable.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 10% - Performance Management
- 30% - Manage Accounting/Payroll Functions
- 20% - Budgeting
- 15% - Financial Reporting
- 10% - Cardinal System
- 10% - Compliance Activities
- 05% - Other Duties

REQUIRED QUALIFICATIONS

- Progressively responsible supervisory and management experience in state government accounting, budgeting and fiscal operations and compliance assurance;

- Comprehensive knowledge of generally accepted business and accounting principles and practices and of fiscal and accounting functions, policies, and procedures within state government;
- Considerable knowledge of the state budget process and of management and supervisory principles;
- Considerable knowledge of policies and procedures established by the Office of Procurement to ensure SWaM businesses are considered and provided business opportunities with the LVA;
- Strong working knowledge of audit and compliance issues and 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 plan, direct, and coordinate financial accounting, budgeting, and reporting functions, systems and procedures including internal controls;
- Ability to analyze financial data, make sound recommendations and to develop and implement policies and procedures;
- Demonstrated ability to supervise a professional and para-professional staff; and,
- Ability to effectively communicate information and ideas, orally and in writing, with all levels of management and with central state agencies.

PREFERRED QUALIFICATIONS

- Graduation from a college or university with major studies in accounting, business administration or a closely related curriculum preferred; and
- MBA or CPA highly desirable.

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

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Finance Director - Richmond, Virginia, United States](https://www.lva.virginia.gov) for position #00049. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

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 Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI 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, or DBVI at 800-622-2155.

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. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov.

An EEO/AA/ADA Employer

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.