



LIBRARY OF VIRGINIA

ACCOUNTING SPECIALIST

Positions #00074 (Full-Time), Pay Band 04

Financial Specialist I; 19031

Salary Range \$50,000 to \$65,000 (commensurate with experience)

Open to the General Public

OPEN UNTIL FILLED

The Library of Virginia is searching for an Accounting Specialist to support the Accounting Department in the Finance & Administrative Services Division. This position will provide comprehensive accounting support to the Accounting Department. Processes accounting vouchers (Accounts Payable/Accounts Receivable) and ensures compliance with state rules and regulations and with the Prompt Payment Act. Reconciles various logs/accounts including petty cash and Small Purchase Charge Card. Handles travel reimbursement process and processes travel vouchers in accordance with DOA and agency guidelines.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

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

- 30% - Accounts Payable
- 20% - Small Purchase Charge Card (SPCC)
- 20% - Travel Reimbursement
- 20% - Deposits
- 10% - Petty Cash, Technical Assistance and Other Duties

REQUIRED QUALIFICATIONS

- Considerable knowledge of accounting principles and practices.
- Considerable knowledge of accounts payable processing procedures, accounts receivable processing procedures, basic accounting entries and their effect on the financial statements, office procedures, and office equipment.
- Considerable knowledge of the Commonwealth's CAPP manual and the Commonwealth's Prompt Pay Act.
- Demonstrated ability to analyze financial transactions, make sound judgements, and resolve discrepancies.
- Demonstrated ability to meet established deadlines and work effectively with others.
- Attention to detail, the ability to communicate effectively with others, as well as the ability to identify and implement ways to perform job duties more effectively and efficiently.
- Strong skill required in the use of computer, Cardinal Financial Software, and Microsoft Office products.

PREFERRED QUALIFICATIONS

- High School diploma with some college courses in accounting or equivalent level of experience in an accounting environment.
- Four-year degree in Accounting or related field.

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 <https://www.jobs.virginia.gov/jobs/accounting-specialist-richmond-virginia-united-states-a22dc1cd-0761-4e85-8f3d-43bd1aec80a8> for position #00074. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, these positions 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.