



## **Senior Accountant**

Virginia Resources Authority (VRA), working with its state agency partners, positively impacts the lives of Virginians. VRA is the municipal bond bank for Virginia, offering bond issuances two to three times a year. VRA provides Virginia local governments access to cost-effective, sustainable, and innovative financial solutions for essential infrastructure projects. As a Senior Accountant at VRA, your accounting and analytical skills will support meaningful projects and initiatives that contribute to the betterment of Virginia. We're looking for a team player who is driven by a strong work ethic, eager to tackle complex accounting, and committed to excellence in financial reporting.

### **Essential functions of the position include:**

- Maintain chart of accounts
- Implement accounting policies and procedures
- Monitor and evaluate internal control environment and ensure conformance with established regulations and guidelines
- Assist the Director of Finance with the annual Agency Risk Management and Internal Control Standards (ARMICS) review
- Assist the Director of Finance with the preparation of the annual audit to include preparation of financial reports and schedules
- Prepare or review/approve journal entries into the accounting system and ensure all data is captured
- Review all bonds payable and loans receivable entries for debt service and amortization of premiums, discounts, and deferred gain/losses on refundings
- Analyze and review reconciliations
- Review reconciliations of subsidiary accounts including loans receivables, federal funds receivables, accounts payable, etc.
- Process payroll
- Review activities relating to processing of supplier invoices, risk management and other administrative accounting functions
- Maintaining fiscal files and related records
- Prepare state and federal reports required
- Complete special projects as requested and other responsibilities as assigned

### **Candidate Qualifications:**

- Bachelor's degree in business administration or accounting
- At least five years of experience in auditing, governmental accounting, investments and bond accounting, or equivalent combination of education and experience
- CPA preferred

**Knowledge and skills:**

- Excellent analytical and mathematical abilities
- Considerable knowledge of Generally Accepted Accounting Principles (GAAP) and governmental accounting standards and practices
- Computer proficiency and technical aptitude in Microsoft Office, databases and accounting software, such as Great Plains preferred
- Advanced knowledge and proficiency with Microsoft Excel
- Accuracy and attention to detail with repetitive processes
- High level of integrity and trustworthiness
- Strong written and oral communication, as well as excellent interpersonal skills
- Establish and maintain effective working relationships with team members, vendors, state-agency partners, other external constituencies and the general public
- Deadline driven with excellent organizational and time management skills
- Ability to work independently and without supervision when required.

VRA offers a comprehensive benefits package, including participation in the Virginia Retirement System, medical insurance, paid time off, subsidized parking, and training opportunities. The hiring range for this position is \$76,000 to \$101,000. Employment is contingent upon acceptable background and reference checks. The position is open until filled.

To apply, please submit a cover letter and resume to [jobs@virginiaresources.org](mailto:jobs@virginiaresources.org)  
*VRA is an equal-opportunity employer.*