

General Ledger Accountant

Summary: The General Ledger Accountant works directly with the Accounting Manager and Controller to ensure that all business transactions have been properly recorded and accurately and completely reflected on the Plan's books of record. This position performs daily accounting functions at an advanced level with the general ledger accounts, prepares financial statements and reports and conducts financial analysis.

Primary Responsibilities:

- Responsible for accounting, cash management, and reporting of cash funds and assets in compliance with Virginia529 policies and procedures as well as generally accepted accounting practices
- Perform all aspects of general ledger accounting to assist with the timely recording, processing, summarizing, and reporting of accounting transactions and data
- Review accounting and make adjusting entries as necessary
- Monitor and reconcile daily cash position between the general ledger system and Commonwealth financial management systems
- Responsible for documenting general ledger system processes including updating accounting policies and procedures
- Assist with monthly, quarterly, and annual accounting close process
- Analyze and reconcile daily financial activity between general ledger systems and Virginia529 account data in Banner
- Analyze and evaluate data in various financial systems including general ledger, agency records, and cost accounting in addition to investment data reported by financial institutions and the Master Custodian
- Coordinate Banner Finance staff training with Controller
- Provide backup support for the Accounting Manager in the performance of general accounting operations, including review of daily accounting reports and ledger entries
- Test accounting and IT project deliverables in test databases prior to production implementation
- Provide backup support for the budget accountant by monitoring the working budget and report variances as appropriate. Verify the correct general ledger codes are used and track the appropriate budget and expenditure information
- Monitor operating cash and the established investment vehicle for program interest
- Provide backup for the weekly cash forecasting and long-term cash forecasting
- Process journal vouchers as needed and provide backup support for daily accounting functions

- Utilize Argos software, in conjunction with Banner, to improve agency financial and operational reconciliations.
- Provide support to the Financial Reporting Team and assist with the annual audit as needed. Assist with the design and implementation of year-end closing activities
- Record and reconcile accounting data for a separate real estate holding company to account for the LLC agreements, Annual Rent, Operating Funding, and Capital invoice processing
- Responsible for research and resolution of reconciliation issues with Financial Operations staff during the month-end reconciliation process
- Generate ad hoc reports and financial statements as requested
- Extract, manipulate, analyze and report complex data
- Responsible for safeguarding the Plan's financial assets. Reports any deficiencies in internal accounting controls or any fraud involving any staff member to the Accounting Manager, Controller, CEO or CFO

Minimum Qualifications:

- Masters degree in Accounting, Finance or Business or CPA preferred; Bachelor's degree in Accounting required
- Experience in finance or accounting with demonstrated knowledge of generally accepted accounting principles, budget practices, financial reporting and general business processes required
- Experience with business accounting software (general ledger, fixed assets, accounts payable, accounts receivable, and reporting)
- Experience with governmental accounting and reporting, CARS, and general ledger accounting systems

Knowledge, Skills, and Abilities:

- Demonstrated proficiency using Microsoft Office software including Word, Excel, and Outlook
- Excellent communication skills both verbally and in writing
- Ability to read, analyze and accurately interpret accounting records, financial statements, budget and forecasting data, policies and procedures, and investment manager statements
- Ability to retrieve data from complex database tables, reconfigure data using data management software, and analyze and interpret the resulting data
- Ability to prepare detailed financial statements and reports
- Ability to build rapport and interact with coworkers, other state government employees and members of the financial community
- Ability to identify and define problems, collect data, establish facts, develop and communicate options and draw valid conclusions
- Ability to adjust to shifting priorities and demands while meeting critical deadlines
- Ability to work in a collaborative team environment
- Demonstrated critical thinking, decision making and analytical ability

Work Environment:

- Typical office environment with considerable time in a sitting, stationary position
- Must be able to occasionally move about the office to retrieve files and documents located at floor level and above the head
- Regularly operate a computer and other office equipment including typing and keying to enter accounting information from forms, reports and related documents
- Frequently communicate with team members and third party business partners ; must be able to exchange accurate information accordingly