



FINANCIAL SERVICES SPECIALIST II, #00074
(Working Title: CCWA Business Manager)

Community College Workforce Alliance (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves approximately 700 employers and provides training to more than 14,000 participants annually through customized contract training and open enrollment offerings. With offices located at Chester, Parham Road, and the Featherstone Corporate Center, CCWA provides training throughout 12 counties and 4 cities in the greater-Richmond region. Additional information *about* CCWA is available at the CCWA Website: <http://www.ccwa.vccs.edu>. Additional information regarding this announcement is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Financial Services Specialist II, Pay Band 5. This position will be assigned to the Community College Workforce Alliance, Featherstone Professional Center, 1807 Huguenot Rd. Suite 108, Midlothian, VA.

TYPE OF APPOINTMENT:	Full-time classified position with state benefits.
DUTIES:	This position performs accounting, budgeting, purchasing, and reporting for educational and general funds, foundation accounts, and grants. Maintains proper internal controls and ensures compliance with all applicable laws, regulations, policies, and procedures in order to support the mission and the goals of the Community College Workforce Alliance, as well as J. Sargeant Reynolds and John Tyler Community Colleges. Provides assistance and recommendations in budget development. Provides financial, purchasing, and facility management for the Community College Workforce Alliance (CCWA). Maintains accurate fiscal and financial records, systems, and controls for CCWA. Coordinates the daily financial and purchasing operations of the CCWA with principle offices at Chester, Featherstone, and North Run. Selected candidate will be required to complete the Commonwealth's Statement of Economic Interest form.
QUALIFICATIONS REQUIRED:	Considerable knowledge of generally accepted accounting principles and practices; budget development and tracking; and grant management. Considerable knowledge of fiscal and accounting functions and operations. Considerable knowledge of management and supervisory principles and practices. Considerable experience with automated financial information systems; database management; and personal computers using Microsoft Office products. Demonstrated ability to direct, supervise and train professional and technical staff in a fiscal environment. Demonstrated ability to interpret and apply accounting principles, and federal and state regulations. Demonstrated ability to assemble, analyze, and prepare complex financial data and reports. Demonstrated ability to work effectively with all levels of college faculty and staff. Demonstrated ability to communicate effectively orally and in writing.
QUALIFICATIONS PREFERRED:	Graduation from an accredited four year college or university with a major in business administration, accounting or a related field is preferred. Considerable knowledge of state business practices is preferred. Current supervisory experience in a business office environment. CMA, CPA, and/or CGFM certifications are also preferred.
PAY BAND RANGE:	\$39,384 - \$80,829
STARTING SALARY:	Approximate starting salary \$39,384 -\$62,721, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through 5:00 p.m., October 26, 2007.
APPLICATION PROCESS:	A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, hand-delivered to 1701 E. Parham Road, Room 317, or faxed to (804) 371-3853.

Women and Minorities are encouraged to apply.
 "Reasonable Accommodations" are provided for applicants disabilities.
 AA/EOE/ADA