

FINANCIAL SERVICES SPECIALIST I, #00227
(Working Title: Compliance Officer)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 19,000 credit students, and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years we have educated more than 300,000 people in the Richmond area, in credit courses. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Financial Services Specialist I, Pay Band 4. This position will be assigned to the Office of Finance and Administration, Central Administration Building, 1701 E. Parham Road, Richmond, VA.

TYPE OF APPOINTMENT: Full-time classified position with state benefits.

DUTIES: The Compliance Officer will represent the College as the primary contact for external auditors and VCCS auditors. This position will be responsible for coordinating audit requests, audit discussion and interpretation; and preparing reports on behalf of these audits. The Compliance Officer will conduct compliance reviews of College operations to support efforts to minimize audit findings and to ensure that management controls are efficient, economical, and effective. Additionally, this position will track review findings to ensure that corrective actions are taken on a timely basis. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest form.

QUALIFICATIONS REQUIRED: Working knowledge of generally accepted accounting principles and practices. Working knowledge of automated accounting and financial information systems. Demonstrated ability to apply and adapt established accounting methodology to a variety of financial processes, transactions and records. Demonstrated ability to develop and prepare automated accounting and related reports. Demonstrated ability to perform data collection, conduct independent analysis, and make sound fiscal recommendations. Demonstrated ability to manage multiple projects, and exercise a high degree of organizational skills. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population. Demonstrated ability to operate a personal computer using current Microsoft Office and other technology software products. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Graduation from an accredited college or university with major studies in accounting or an equivalent combination of training and experience indicating possession of preceding knowledge, skills, and abilities. Recent audit experience preferred.

PAY BAND RANGE: \$31,352 - \$64,347

STARTING SALARY: Approximate starting salary, \$31,352- \$48,300, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through February 10, 2012.

APPLICATION PROCESS: To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.