



**Department of Housing and Community Development  
April 16, 2012**

**NOTIFICATION OF VACANCY**

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**Grants Accounting Manager  
(Financial Services Specialist II)**

**POSITION #00305**

**LOCATION:**

**DHCD  
600 E. MAIN ST. STE 300  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$60,000 - \$70,000 Annually**

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**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking a Grants Accountant to manage all the agency's grants accounting activities including cash management, reconciliation and reporting of all grant transactions to both Federal and State automated accounting systems. The individual will coordinate the financial transactions for approximately \$100 million in federal funded grants and \$38 million in general funded grants for around 45 grants with multiple sub-grantees. The Grants Accounting Manager will serve as the agency's overall grants accountant who actively interacts with all staff administering Federal and State grants and will ensure adequate sub-recipient program design and utilization. The individual is responsible for developing a systems approach to grant accounting to encompass all aspects of budget, allocation, award, and expenditure monitoring to ensure safeguards are in place to accurately track balances.

**QUALIFICATIONS GUIDE:**

Considerable knowledge of fiscal operations and of state accounting policies and procedures, Federal and State grants financial management, and generally accepted accounting principles and practices required. Considerable knowledge of state automated budget and accounting systems including CARS, FINDS, ARMICS, DPB's Performance Budgeting System required. Demonstrated ability to apply and adapt accounting principles, prepare, analyze, and reconcile reports and statements. Demonstrated knowledge of the preparation of Indirect Cost Allocation Plans as required by Federal guidelines. Develop and monitor risk analysis for grant projects agency wide utilizing internal control systems following ARMICS (Agency Risk Management Internal Control System) guidelines in a financial processing environment and ability to devise appropriate changes to a control system in an ever-changing environment. Demonstrated ability to perform statistical analysis and complex calculations. Proficient skills in the use of a PC and appropriate software to develop spreadsheets, manage financial data, and produce reports. Ability to communicate effectively both orally and in writing. Strong interpersonal and customer service skills. Some travel may be required. A valid driver's license is required. Degree in accounting, finance, or related field or equivalent combination of training and experience preferred.

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***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> THIS POSITION IS OPEN UNTIL FILLED***

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***For additional information please contact our Human Resource Office, at (804) 371-7000  
An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***

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