Department of Housing and Community Development

June 28, 2010
NOTIFICATION OF VACANCY

BUSINESS SERVICES MANAGER **POSITION #00341**
(Financial Services Specialist I)

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

HIRING RANGE: **$40,000 - $48,000 Annually**

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Business Services Manager within the Division of Building and Fire Regulation to develop, maintain, administer, and manage Division business and fiscal operations, ensuring prompt stewardship of state funds and public resources. Duties: establish and implement financial and procurement policies, practices, processes, and procedures of Division consistent with those of the agency and the Commonwealth. Perform general accounting functions, collection of revenues, and distribution of expenditures relative to operation of mandated programs administered by Division Offices, including state levy and registration fees associated with the Virginia Building Code Academy (VBCA), and fees associated with issuance of decals, seals, and licenses. Develop, implement, and maintain audit programs relative to state levy and local/regional code academies associated with the VBCA. Procure necessary resources, such as vendors, instructors, facilities, and materials, to operate the VBCA. Enhance necessary technology programs and software for successful operations and programs of Division Offices.

QUALIFICATIONS GUIDE:

Demonstrated comprehensive knowledge of generally accepted accounting principles and practices as well as state fiscal and procurement procedures and processes. Demonstrated comprehensive knowledge of and ability to interpret, understand, and apply laws, regulations, and requirements and develop, implement, and administer Division policies, practices, processes, and procedures in compliance with state laws and regulations and the Commonwealth Accounting Policies and Procedures Manual. Adept skill and ability to perform complex mathematical calculations and accounting transactions, conduct data research and generate spreadsheet reports, understand and develop effective, efficient, and economical fiscal management and control systems, and develop and implement audit procedures and mechanisms associated with Division programs. Skill and ability to manage and supervise professional staff, plan and prioritize assignments, and work independently and cooperatively with others, having direct experience with team leadership preferred. Ability to provide accurate and consistent, positive and prompt customer relations and service, with excellent customer service philosophy, strong written and verbal communication skills, and effective problem resolution. Extensive experience in business administration, fiscal enterprises, accounting operations, public procurement, and contract management, including significant experience with Department of Accounts, Department of Minority Business Enterprise and Small, Women- and Minority-Owned Business procurement programs, and web-based eVA and QuickQuote procurement systems. Extensive knowledge of technology programs and software, including Microsoft package and electronic and automated accounting systems. Knowledge of and experience with federal, state, or local governmental agencies, building and fire regulations, and training and certification programs preferred. Graduation from university or college or major course work in business, finance, accounting, or related field or equivalent combination of training and experience demonstrating progressive knowledge and expertise in business, fiscal, and accounting operations. Certification in public or private procurement, contracting, or related accounting field preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM **https://jobs.agencies.virginia.gov** ***BY FRIDAY, JULY 9, 2010, 5:00 p.m. EST.***

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.