



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

ASSISTANT CONTROLLER

Finance Division

(Internal ID: 2102)

Grade 34

\$68,509.90-\$114,282.54*

**Starting salary will be between minimum and midpoint in the range.*

Open: June 24, 2020 • **Close:** Open Until Filled

ABOUT THE ORGANIZATION:

The Upper Occoquan Service Authority (UOSA), a leader in water reclamation, is in search of a Controller to administer financial management and control system for UOSA.

RESPONSIBILITIES:

The **Assistant Controller** Performs financial accounting and financial reporting; coordinates preparation of interim and annual financial statements and special reports; leads the annual independent audit; conducts internal audits of departmental fiscal and administrative procedures to ensure compliance with UOSA policies and government laws; does other related work as required. Provides Enterprise One systems support as a member of the Finance Application Team.

EXAMPLES OF WORK:

- Assists the Controller with the preparation of complex accounting transactions; monthly, annual and special financial reports; performance of internal audits and special studies to ensure accounting accuracy; and compliance with internal controls;
- Reviews and implements accounting standards (GAAP) by referencing authoritative sources such as GASB;
- Responsible for annual audit, assists accountants with accounting activities, assists with the Comprehensive Annual Financial Report (CAFR) preparation and production;
- Participates in financial reporting software/hardware upgrades and maintenance, identifying and resolving problems as needed;
- Responsible for the maintenance of the JD Edwards General Ledger;
- Reviews monthly reconciliations and associated accounts and related financial records;
- Responsible for required tax filings and compliance reporting;
- Coordinates insurance-related activity including annual renewals and workers compensation audits;
- Prepares assigned updates and analysis for the annual Operations & Maintenance Budget for all areas of responsibility;
- Assists in writing, maintaining and enhancing financial policies and procedures;
- Fills in for Controller in his/her absence or as assigned. Works with other staff accountants to ensure all duties are performed.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the theory and practice of accounting and of generally accepted accounting principles as they relate to a municipal organization; knowledge of Governmental Accounting Standards Board (GASB) pronouncements and how they affect UOSA's financial records; and ability to establish and maintain effective working relations with employees and the general public. Must possess analytical skills and ability to perform complex financial analyses and calculations in many different financial areas. Ability and knowledge to work with automated accounting systems. Ability to work closely with the Controller in meeting department deadlines in all areas of financial analysis and reporting. Ability to work extended



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hours as needed during certain business cycles. Experience with computer software application packages utilized to manage financial data as well as word processing, spreadsheet and data based applications is required. Must be able to handle physical requirements of position to include walking, bending, stooping, lifting, and carrying up to 30 pounds.

ACCEPTABLE EDUCATION, TRAINING AND EXPERIENCE:

Graduation from a four-year college or university of recognized standing with major work in finance or accounting and four or more years of progressive experience in accounting and/or governmental finance; or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS:

Accounting experience in a municipal organization is desired. Possession of a Certified Public Accountant Certificate and/or Governmental Professional Certification is preferred. Knowledge and experience with computers and software application packages such as Microsoft Excel, Word, and Enterprise One are required. Knowledge of Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program is desired. Experience with CAFR or Annual Report coordination is a plus. Possession of a valid vehicle operator's license is required.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > [Candidate Profile](#).

Once logged into your profile, click on **Find Jobs** in the upper left hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.