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

READY TO ADVANCE THE FUTURE OF WATER!

Assistant Controller	Grade 13	$97,373 - $155,797*

Open: October 29, 2026 ▪ Close: Open Until Filled

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

ABOUT US

Are you passionate about making a difference and being a trusted steward of our most precious resource? UOSA is seeking a highly motivated, experienced, and enthusiastic assistant controller to join our team!

The **Upper Occoquan Service Authority (UOSA)** is a cutting-edge water recycling facility transforming the way the world thinks about sustainable water solutions. Established in 1978, UOSA serves Fairfax County, Prince William County, and the cities of Manassas and Manassas Park and is the first and longest-operated indirect potable reuse project in the United States. UOSA has been treating and reclaiming water for use as drinking water for nearly 50 years.

From being recognized as a **Utility of the Future** to pioneering advanced research and technology in the industry, our facility now recycles up to 54 million gallons of water per day. UOSA's efforts ensure a reliable supply of high-quality recycled water, contributing to the overall drinking water strategy for the Northern Virginia area.

If you are an experienced financial leader and ready to be challenged, then take the next step in your career and apply today to be part of our dedicated team!

WHAT YOU'LL BE DOING

As the Assistant Controller you will perform advanced financial accounting and financial reporting; coordinate preparation of all budgets; lead the annual independent audit; assist with interim and annual financial reports; oversee fixed assets; perform payroll and workforce data administration; conduct internal audits of departmental fiscal and administrative procedures to ensure compliance with UOSA policies and government laws; other related work as required.

Work is performed under the limited supervision of the Controller. The Assistant Controller is responsible for planning, coordinating and leading in assigned functions in financial accounting and reporting, and control systems utilizing automated accounting systems to include auditing, budgeting, fixed asset oversight, project cost management, payroll and providing technical assistance and training to personnel.

WHO YOU ARE

Financial Expert: You have a strong understanding of accounting principles, financial reporting, budgeting, and governmental finance.
Analytical Thinker: You are detail oriented and skilled at analyzing complex financial information while ensuring accuracy and compliance.
Collaborative Leader: You work effectively with leadership and staff to meet financial goals, deadlines, and reporting requirements.
Tech-Savy Professional: You are comfortable using financial systems, Excel, and other technology to manage and improve financial processes.

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REQUIREMENTS

- Bachelor's degree from a four-year college or university of recognized standing with major work in finance or accounting. Four or more years of progressive experience in accounting and/ or governmental finance. Any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities will be considered.
- Must have knowledge of the theory and practice of accounting and of generally accepted accounting principles as they relate to a municipal organization.
- Must have knowledge of Governmental Accounting Standards Board (GASB) pronouncements and how they affect UOSA's financial records.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Must posses 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 hours as needed during certain business cycles.
- Accounting experience in a municipal organization is desired.
- Possession of a Certified Public Accountant Certificate and/or Certified Public Finance Officer is preferred.
- Knowledge and experience with computer software application packages utilized to manage financial data, 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 ACFR or Annual Report coordination is a plus.
- Must be able to handle the physical requirements of the position to include walking, bending, stooping, lifting, and carrying 30 pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

APPLICATION PROCESS

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

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.

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.

JOIN US IN MAKING A DIFFERENCE!