

Manager of Financial & Administrative Services

Position Definition

Responsible for the tactical execution of the Authority's financial and administrative operations. This role serves as the primary hands-on manager for accounting, payroll, customer service, and office administration.

Typical Example of Duties

- **Financial Management:** Maintain the general ledger, accounts payable, and accounts receivable. Ensure strict adherence to the Authority's financial policies and GAAP.
- **Capital Project Administration:** Execute financial administration for Capital Improvement Projects (CIP). This includes preparing and submitting reimbursement requests to funding agencies (VRA, DEQ, VDH, USDA), tracking drawdowns, and ensuring compliance with funding covenants.
- **Budget & Audit:** Assist in the preparation of the annual budget. Serve as the primary liaison for external auditors, preparing all required schedules and samples for the annual audit and financial report.
- **Payroll & Benefits:** Process bi-weekly payroll and manage benefits administration, acting as the point of contact for VRS and health insurance inquiries.
- **Revenue Cycle:** Oversee the billing system to ensure accuracy and timeliness of utility billing. Manage collections processes and customer service responsiveness.
- **Office Operations:** Manage the daily operations of RSA Headquarters (Madison) and the Locust Grove office. Coordinate with external IT vendors to ensure network infrastructure, servers, workstations, and mobile devices are maintained.
- **Reporting:** Generate monthly financial statements and reports for review by the leadership team. Assist in the preparation of monthly Board of Members agenda packets. Assist in responses to Freedom of Information Act (FOIA) requests.
- **Other duties as assigned.**

Qualifications

Education and Experience

- College degree in Accounting, Finance, or Business Administration (Accounting focus preferred).
- Five years' experience in utility accounting, fund accounting, or a related public sector financial environment.
- Specific experience with grant management, loan administration, or construction accounting is highly preferred.
- Advanced proficiency with Microsoft Office products, specifically Excel (pivot tables, lookups) for financial modeling.
- Prior supervisory or management experience in a utility or local government environment.

Knowledge and Abilities

- **Knowledge of Governmental Accounting:** Demonstrated understanding of fund accounting, debits/credits, and internal controls.
- **Execution Focus:** Ability to work independently to meet strict deadlines for payroll, billing, and regulatory filings.
- **Personnel Management:** Ability to effectively direct administrative and customer service staff.
- **Communication:** Excellent written and verbal communication skills for interacting with customers, vendors, and regulatory agencies.
- **Discretion:** Ability to handle confidential personnel and financial matters with integrity.

Benefits

- RSA participates in the Virginia Retirement System and offers a comprehensive benefits package including health, vision, dental, and life insurance, generous leave time, and all Commonwealth of Virginia Holidays.