

Virginia Department of the Treasury
Director of Unclaimed Property
Salary: Commensurate with experience and qualifications

Job Description:

The Virginia Department of the Treasury is dedicated to serving the Commonwealth by providing excellent management of its banking, investing, and financing services and the administration of unclaimed property and insurance programs.

The Virginia Department of the Treasury is seeking a Director of Unclaimed Property to provide strategic leadership and oversight over the day-to-day operations of the Division of Unclaimed Property (UCP). The Director of UCP plans, directs, manages and controls the fiscal and procedural activities necessary to assure effective compliance with the Virginia Uniform Disposition of Unclaimed Property Act and the Escheats Generally Statute. Responsible for the management of the Division staff and overseeing its activities to include:

- Processing annual remittance reports and receipts totaling \$150-\$250 million;
- Receipt and safeguarding of tangible personal property;
- Processing 50,000+ cash claims and claims related to stocks & securities, estates, and tangible properties;
- Developing and implementing effective marketing & outreach and customer-service plans
- Monitoring the accounting for and sale of securities;
- Monitoring property holder audits and compliance reviews;
- Resolving legal issues; and
- Participating at a national level in unclaimed property policy issues.

Minimum Qualifications:

The selected candidate will at least possess the following qualifications:

- Knowledge of the Unclaimed Property Act and related regulations;
- Demonstrated ability to plan, organize, direct, motivate and manage the work of a large staff of professionals and managers as well as production elements;
- Ability to maintain excellent public relations with the general public, and federal, state and local clients, including carrying out a proactive customer service program;
- Knowledge of generally accepted accounting principles;
- Demonstrated ability to assemble, analyze, and prepare reports as well as directing the preparation of financial statements and budgets related to the management of the Unclaimed Property Program;
- Knowledge of business principles and practices, and federal/state statutory and regulatory requirements related to unclaimed property and various business entities;
- Expertise in applying and monitoring internal controls related to maintaining tangible property, loading/entry of holder reports & remittances, processing claims, and receiving and disbursing funds;
- Excellent written and oral communication skills with experience in public speaking;

- Demonstrated ability to work effectively with management, auditors, and other officials at the highest levels of state government concerning issues of a financial or administrative nature;
- Ability to work with co-workers in a productive, positive manner. Help to maintain a positive professional atmosphere in the office. Resolve conflicts in a professional manner;
- Strong technology skills to include experience with Microsoft Office Applications and Database Management; and
- Graduation from college or university with courses in business, accounting, public administration or closely related field;

Preferred Qualifications:

- Experience with managing large information systems projects;
- Master's degree in finance, business administration, accounting, public administration, or equivalent experience and/or training; and
- Licensure and certification as a CPA, CIA or other related certification.

How to Apply:

If you would like to apply for this position, please visit the link below:

<https://virginiajobs.peopleadmin.com/postings/188718>

The Virginia Department of the Treasury is an Equal Opportunity Employer.