



PUBLIC FINANCE SPECIALIST

\$65,000 - \$95,000 DOQ

Primarily Remote; Virginia-based.

Berkley Group seeks qualified, self-motivated candidates to support the firm's public finance services.

JOB DESCRIPTION

Performs complex technical work to lead, plan, and organize the fiscal affairs of clients, including accounting, budget, purchasing, collections, financial reporting, pre-audit support, financial planning, and other related projects. This position reports directly to the Chief Operating Officer. The successful candidate has potential for leadership growth in this growing division of the company.

ESSENTIAL FUNCTIONS

- Regular, reliable availability;
- Works individually and/or in team-based finance projects;
- Performs complex research and analysis;
- Assists localities with pre-audit preparation, annual budgets, ACFR reporting, payroll, and related accounting and financial reporting work;
- Performs bank reconciliations;
- General ledger maintenance;
- Prepares budget and financial forecasts;
- Prepares or reviews various complex financial statements and reports;
- Creates spreadsheets and/or databases to analyze data;
- Drafts and updates written financial policies;
- Monitors legal trends and ensures compliance of financial activities;
- Prepares written and verbal reports and presentations;
- Maintains project records and files;
- Regular work hours are required with attendance at meetings outside of regular working hours as dictated by project schedules;
- Travel for training, client projects, and other work-related tasks required;
- Performs other tasks as assigned or apparent.

KNOWLEDGE

- Principles, procedures, and understanding of GAAP and GASB for general accounting, budgeting, purchasing, financial reporting, and some knowledge of general liability insurance administration in government.
- Broad-based knowledge of municipal and schools finance operational and reporting practices, including ACFR reporting and Single Audit requirements.
- Principles and practices of research and data collection.
- Effective technical writing.

SKILLS

- Effective communication and interpersonal skills.
- Manage multiple projects proactively, independently, and simultaneously.

- Excellent problem-solving skills used in gathering relevant information to accurately solve practical accounting, financial reporting, and related problems.
- Address client, staff, and inquiries and concerns from elected officials.
- Organization, priority setting, and exercise sound independent judgment in areas of responsibility.
- Expertise in various computer programs, applications and database management systems, including Microsoft Office, Adobe Products, Internet applications, ERP systems such as Bright (BAI), Keystone, Tyler Munis, or other ERP systems.
- Demonstration of financial project management and personnel management is preferred.

ABILITIES

- Create visually appealing documents and technical presentations for clients and colleagues.
- Facilitate in-person and virtual public participation activities;
- Work effectively with all levels of employees, managers and public officials;
- Follow standard operating procedures and company policies;
- Effectively engage and work on teams, in person and remotely; and
- Attention to details while keeping big-picture goals in mind.

EDUCATION & EXPERIENCE

Bachelor's (preferred) or minimally an associate's degree in accounting, business administration, finance, public administration, or related area of study is required. Three to five years of relevant local government finance work experience is preferred. Demonstrated mastery of specific accounting and finance topics. Ability to complete tasks with minimal direction, or independent management of specific tasks or projects, including experience with job specific software applications. Any combination of education and experience may substitute for the more specific criteria listed above.

CERTIFICATIONS/LICENSES

Valid driver's license is required. Certified Public Accountant (CPA) with government experience preferred, or certification from GFOA or AGA (or state affiliations) is desirable

IN-PERSON MEETING EXPECTATIONS

Staff generally works remotely but must be available to travel to client sites and attend other in-person meetings.

POSITION HIGHLIGHTS & BENEFITS

- Majority of Work is Remote
- Flexible Work Hours
- Team Environment
- Training / Certification Opportunities
- Supports Public Agencies and Local Governments

Berkley Group offers health and dental insurance, 401(k) plan, Flex Spending Account, PTO, and paid holidays.

HOW TO APPLY

Submit a cover letter, resume, work samples, salary expectations and three professional references to Kelsey Wong at kelsey.wong@bgllc.net.

Berkley Group is an Equal Opportunity Employer.