22171 - General Accounting Mgr

Richmond, VA, United States

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JOB INFO

Job Identification	13599
Job Category	Financial Services
Posting Date	10/30/2026, 08:07 AM
Locations	Old Hwy. Building
Apply Before	11/15/2026, 11:59 PM
Job Schedule	Full time
State Role Title	Financial Services Manager I
Minimum Salary	81372.00
Maximum Salary	132230.00
Competency Model	Senior Leader
Job-Specific Insights	Our Fiscal Division here at VDOT is seeking a General Accounting Manager with excellent leadership skills, broad accounting operational experience, and deep general accounting knowledge. This role leads and develops a large accounting team and serves as an advisor to Executive Management, Division leadership, and District financial teams on General Accounting practices, policies, and financial interpretations.

Draw on your governmental accounting leadership experience to foster a collaborative environment that promotes knowledge sharing, cross-training, and continuous skill development across General Accounting functions. Take the initiative to evaluate and improve General Accounting processes to enhance consistency, efficiency, internal controls, and compliance with GAAP, Commonwealth of Virginia requirements, and VDOT policies.

#WhatDrivesYou

Contact Name	Michelle Patton
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JOB DESCRIPTION

Manage and direct fiscal operations functions as assigned, including maintenance and communication of processes, policies and reporting. Ensure VDOT compliance with Commonwealth Policies and Procedures, GAAP, and State and Federal laws. Provide research and analysis on financial activity on a periodic basis. Propose process improvements and policy or process changes as needed. Performance reporting and auditing as needed. Oversight and management of VDOT Fiscal Division's General Accounting and Cash Receipts sections. Coordinate periodic accounting functions to include cash receipts, deposit review & approval, banking services, fiscal analysis, fluctuation analysis, journal entry review and positing, agency to agency transfers, reconciliations, and consult on accounting treatments to ensure compliance with Generally Accepted Accounting Principles (GAAP), and Commonwealth's accounting policies and procedures.

How you will contribute:

- Accounting Operations: Manage and direct general accounting operations, toll facility funds, Transportation Trust Funds, Highway Maintenance and Operations Fund and Bond funds. Provides general accounting guidance to VDOT executive management, financial staff, accounts and other users of VDOT financial data.
- Collaboration: Collaborate as necessary with Accounts Receivable, Project Accounting, and Financial Reporting to determine new or updated work processes within the General Accounting

and Cash Receipts sections.

- Documentation, Internal Controls, and ARMICS: Ensure a timely and complete response to all management and auditor requests for information. Read, interpret, and respond to interpretations of Code of Virginia requirements, Commonwealth procedures, policy, or directives issued internally or externally (e.g., DOA, Taxation, localities, State agencies) pertaining to assigned areas. Ensure proper file documentation and record retention standards are consistently implemented across the team for ease of retrieval.
- Documentation: Responsible for administering and documenting all chart field maintenance changes and the system monthly and yearly closing function.
- Legal Compliance: Coordinate the initiation and classification of assigned financial transactions and accounting treatments in accordance with GAAP, State, and VDOT policies and procedures to ensure compliance with state and federal directives and regulations.
- Program Management: Manage and direct assigned programs within General Accounting and Cash Receipts. Ensure all activities comply with all applicable laws, regulations, standards, and policies. Identify areas for process improvement and work to implement as appropriate.
- Reconciliation Processing: Oversee the cash receipts, journal entry and reconciliation operations. Provide guidance to ensure the safeguarding of checks and cash. Ensure the deposits and recording of monies are done in accordance with Commonwealth policies and procedures.
- Risk Management: Ensure that the Agency Risk Management and Internal Control Standards (ARMICS) documentation is updated as it relates to the General Accounting and Cash Receipts functions.
- Special Assignments: Perform other administrative or special project related duties as assigned. Exhibit professional level of courtesy and customer service in all interactions. Design, implement, and document new work processes to improve efficiency and effectiveness.
- Staff Development and Training: Provide technical assistance and training for staff. Encourage knowledge sharing and cross-training of various general accounting processes. Work with other sections of Fiscal Division to ensure understanding of general accounting principles and ensure timely and accurate data through financial system queries and reports to enhance operations.

What will make you successful:

- Ability to analyze and understand complex financial data, prepare detailed summary financial reports or statements and resolve financial problems.
- Ability to communicate effectively orally and in writing and provide good customer service to internal and external customers.
- Ability to develop and present technical training.
- Ability to manage multiple priorities and meet due dates.
- Ability to prepare financial reports.

- Ability to work as a team player.
- Ability to work with minimal to no supervision.
- Knowledge and ability to apply accounting principles and practices, internal controls, risk assessments, determining gaps, and minimizing risk in financial operations
- Knowledge of Generally Accepted Accounting Principles, governmental accounting principles and practices, and federal Super Circular Regulations.
- Knowledge of VDOT's financial accounting system or other ERP based financial system.
- Knowledge of office practices and procedures.
- Knowledge of project accounting concepts to include research, analysis, and reconciliation techniques.
- Knowledge of transportation project accounting.
- Skill in carrying out progressively responsible accounting functions.
- Skill in the use of computers and software applications to include Microsoft Office 365.
- Skill in training, supervising, and setting the direction of accounting staff towards the accomplishment of goals and objectives.

Minimum Qualifications:

- Ability to analyze, interpret, and reconcile financial data.
- Ability to collaborate with a team of highly skilled accountants and analysts.
- Ability to communicate effectively both orally and in writing.
- Ability to distill and explain highly technical information including complex accounting transactions to both technical and nontechnical audiences, guiding informed decision-making.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Skill in broad operational accounting skills and technical accounting knowledge.
- Skill in managing, developing, and supervising staff.
- Skill in the use of computers and software applications to include financial management systems.

Additional Considerations:

- A combination of training, experience or education in Accounting, Finance, Business Administration, or related field desired.
- CPA certification.
- Experience driving accounting process improvement initiatives successfully.
- Experience in transportation project accounting.
- Experience preparing in-depth and multi-faceted financial reports.
- Experience related to analyzing and interpreting sophisticated financial data.
- Experience respectfully communicating with and serving as an advisor to executives and senior leadership on General Accounting practices, policy, and financial interpretations.
- Knowledge of Generally Accepted Accounting Principles (GAAP) related to Governmental Accounting.

Click below to learn more about the Competency Model associated with this Position:
Competency Model

Physical Requirements
Physical Requirements

VDOT employees must abide by VDOTs Code of Ethics and the Commonwealths Standards of Conduct.
VDOT Code of Ethics
Standards of Conduct

APPLY NOW

ABOUT US

VDOT utilizes a market based pay program, which has been approved by DHRM. Therefore, advertised rates of pay may or may not align with the Commonwealth pay bands.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: Career Pathways for Individuals with Disabilities, or call DARS at 800-552-5019, or DBVI at 800-622-2155.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. **Equal Opportunity Employer.**

Please be aware all VDOT positions require pre-employment screenings. These screenings may include the following:

- Fingerprint based Criminal History Background Check
- DMV Record Check
- Work History Verification
- References
- Pre-employment physical
- Drug screen