

Asset Analyst

- 5019689
- Charlottesville, Virginia, United States
- Department of Forestry
- Administrative Services
- Data Analysis
- Wage (Hourly)
- Closing at: Jul 16 2024 at 23:55 EDT
- Department of Forestry

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Title: Asset Analyst

State Role Title: Financial Services Specialist I

Hiring Range: \$24.00-\$27.00 an hour

Pay Band: 4

Agency: Department of Forestry

Location: Charlottesville, Nat Resrcs Dr

Agency Website: www.dof.virginia.gov

Recruitment Type: General Public - G

Job Duties

The Virginia Department of Forestry (DOF) is seeking a qualified Asset Analyst to perform accounting and analytical tasks related to fixed assets, leases per GASBS 87, and subscription-based information technology arrangements (SBITAs) per GASBS 96. This position will be responsible for ensuring proper stewardship of DOF assets by coordinating and conducting routine physical inventory to establish and demonstrate compliance with statewide policies and procedures. This position will also assist in the preparation of the Annual Comprehensive Financial Report (ACFR) attachments pertaining to Capital Assets.

Located in beautiful Central Virginia, Charlottesville is found in the eastern foothills of the Blue Ridge Mountains. Telework options are available.

Minimum Qualifications

- Knowledge of Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB) standards, and the Commonwealth Accounting Policies and Procedures (CAPP).
- Ability to analyze, interpret and apply regulations, policies and procedures.
- Experience in fixed asset accounting and financial reporting.
- Ability to meet deadlines.
- Experience in working with Word and Excel.
- Ability to communicate orally and in writing.

Additional Considerations

Experience in fixed asset management and inventory controls with the State or Federal Government.

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

Contact Information

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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 AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP

Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.

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