The Virginia Retirement System (VRS) is committed to attracting talented, motivated people to join the VRS team. Our employees enjoy competitive compensation, a generous benefits package and a friendly work environment that emphasizes teamwork and professional development.

**About VRS**

VRS, an independent state agency, ranks as the 17th largest public or private pension fund in the U.S. and 46th largest in the world, serving approximately 750,000 active and inactive members, retirees, and beneficiaries. Members include public school teachers, political subdivision employees (cities, towns, special authorities, and commissions), state agency employees, public college and university personnel, state police, Virginia law officers and the judiciary. Approximately 835 employers have elected to participate in VRS.

Evolving from a system started in 1908, VRS administers several defined benefit plans, a hybrid plan, a group life insurance plan, optional life insurance, several defined contribution plans including a cash match plan for Virginia’s state employees, an optional retirement plan for selected employees, the Virginia Sickness and Disability Program for state employees and a Virginia Local Disability Plan for employees of participating localities. VRS offers long-term care plans, disability retirement and a health insurance credit for eligible retirees. The system also administers benefit plans for more than 800 of Virginia’s participating public employers.

VRS has approximately 350 employees, with 75 employed in the Investment Department to administer its current portfolio of more than $100 billion.

**VRS Leadership**

Nine members serve on the VRS Board of Trustees. Their appointment is shared between the executive and legislative branches of state government. The Governor appoints five members, including the chair. The Joint Rules Committee of the Virginia General Assembly appoints four members. The General Assembly confirms all appointments. Of the nine board members, four must be investment experts; one must be experienced in employee benefit plans; one must be a local government employee; one must be an employee of a Virginia public institution of higher education; one must be a state employee; and one must be a public school teacher. The public employee members may be either active or retired.

Currently A. Scott Andrews serves as the Chairman of the Board, and Joseph W. Montgomery serves as the Vice Chairman.

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**Our Vision**
To be the trusted leader in the delivery of benefits and services to those we serve.

**Our Core Values**
Act with Integrity as we perform our role and represent VRS.

Display Teamwork as we create, plan and execute our work in a trusting and caring way.

Demonstrate Accountability in our words, actions and decisions as we work and commit to our Vision.

Perform with Agility as we respond to change.

**Application Process**
To be considered for this opportunity, please attach a resume and cover letter, addressing why you qualify and how you will add value in this position during the online application process. The link to the online application process can be accessed on the Careers Page of the VRS website.

VRS is an EEO/ADA employer
Position: Controller

Deadline to apply: Open Until Filled

Compensation
This position offers a competitive compensation plan.

About the Position
VRS is seeking a Controller to support, guide and manage the Accounting, Financial Reporting, and Financial Controls departments within the Finance Division.

Key Responsibilities
Reporting to the Chief Financial Officer, this position oversees Accounting, Financial Reporting and Financial Controls departments and assists with the administration of the agency’s fiscal operations to achieve the agency’s mission, vision, and strategic business outcomes. This includes the maintenance of an adequate system of financial internal controls, the timely and accurate preparation of financial reports and the utilization of appropriate financial system methodologies and technologies.

Additionally, this position directs the fiscal activities of the organization, including directing the divisions of Accounting, Payroll, Accounts Payable, Financial Reporting and Financial Controls within Finance to meet the goals and objectives established for the agency by the VRS Board of Trustees and executive management.

The successful candidate will participate in meetings and discussions of financial and reporting issues with other members of the leadership team from other VRS departments and with representatives of state agencies, school boards and political subdivisions.

Provides oversight and supervision for the preparation of complex financial information needed to produce the Comprehensive Annual Financial Report (CAFR). The Controller will prepare GAAP- and GASB-based financial statements of the non-investment activity and provide input for notes and other information required to produce the VRS CAFR. This position will be responsible for the preparation of actuarial information for the CAFR (in consultation with the staff and plan actuary), reviews and corrects draft reports, ensures all Government Finance Officers Association (GFOA) requirements are met in the CAFR, and coordinates graphics and format of report.

The Controller will be responsible for ensuring the establishment and maintenance of the CAFR and financial statements by reviewing the analysis of the necessary financial data throughout the year. Works closely with other managers in order to provide the Chief Financial Officer with solutions to complex accounting problems.

In addition, this position will develop accrual basis "fair value" asset data for the VRS actuary to use during the annual valuation process.
Additional Responsibilities
Providing leadership and direction to VRS Administration staff the Controller will also:

- Provide guidance, support and timely feedback to senior leaders.
- Oversee the department’s planning efforts and ensures departmental strategic plans are aligned with the agency’s strategic plan.
- Manage project status of all activities reported to the Chief Financial Officer.
- Ensure quality documents and presentations are prepared for the Board prior to the CFO’s review.
- Ensure learning and development resources and opportunities meet the needs of internal and external customers.
- Develop strategic and detailed business performance plans.
- Conduct research and manages cross-functional projects.

Professional Experience/Qualifications
The ideal candidate will possess a minimum of 5 years’ leadership experience in public accounting, financial institute accounting or pension and benefit plan accounting and exposure to governmental accounting. A Master’s Degree in Business Administration (MBA) or advanced degree in Finance or applicable technical field is desired. Must be a Certified Public Accountant (CPA) and maintain certification.

Minimum expected qualifications include a Bachelor’s degree from an accredited college or university in accounting. Proficient with appropriate accounting software; in-depth experience in linking approved budgets to strategic plans, an in-depth knowledge of internal controls, excellent oral and written communication skills, and experience working with IT project planning for financial software implementations is also required.

Extensive working knowledge of GAAP and GASB standards, especially for financial organizations. Considerable knowledge of recordkeeping processes and procedures. Considerable knowledge of the regulatory environment. Ability to direct preparation of reports and financial statements for a large and complex financial organization. Considerable knowledge of business principles and practices.

The successful candidate will also possess:

- Ability to plan, implement and evaluate complex operational programs; identify problems; analyze complex information and implement solutions; use independent judgment and make decisions; work with diverse groups of public officials and the general public; provide team leadership; set goals and monitor results.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to prepare and edit reports, business correspondence and procedure manuals.
• Ability to effectively present information and respond to questions from groups of managers, customers, legislators and the general public.
• Ability to communicate effectively, verbally and in writing.
• Exceptional leadership skills.

Benefits
VRS offers a great work environment, tuition reimbursement, a pension plan and comprehensive benefit package, which includes:

• A hybrid work model where employees work onsite at VRS two days and three days remote
• Health Insurance and Wellness Program
• Life Insurance
• Retirement Contributions and Benefits
• Defined Contribution and Cash Match Program
• Medical and Dependent Care Flexible Reimbursement
• Board approved annual bonuses based on individual and Agency Performance
• Short-term and Long-term Disability Coverage and Long-term Care
• Flexible Work Schedules
• Paid Time off
• Training and Development
• Parking and Transit Reimbursements
• Business casual dress
• Employee service awards and recognition program

Commitment to Diversity
VRS is committed to having a diverse workforce that mirrors the members that we serve. We foster a culture of inclusion by welcoming new co-workers, valuing contributions of our workforce and creating a sense of belonging and promoting teamwork.

VRS Code of Ethics
The VRS Code of Ethics provides the foundation for VRS’ culture and establishes our approach for engaging with our members, employers, retirees, business partners and fellow VRS colleagues. The VRS Code of Ethics is built on our commitment to upholding the highest standards of integrity, ethical principles and professional conduct.

Ethical Principles:
• Integrity is the ability to act with honesty and be consistent in administering benefits and managing investments. Integrity serves as the foundation for building trust with the public, retirees, members and employers as we provide services.

• Accountability is being responsible for decisions made, actions taken and assignments completed. Accountability reinforces our commitment to ethically perform our duties to meet the goals of the agency.
• **Confidentiality** is exercising discretion and performing our ethical duty to protect the personal information of our members, retirees, beneficiaries and employers. We safeguard personal data and sensitive VRS information that is viewed, acquired or otherwise accessible during the course of VRS employment.

• **Inclusivity** is embracing a diversity of thinking that helps us reach solutions that achieve excellence and meet the needs of our customers. We encourage an open work environment and an ethical culture in which colleagues are treated with respect and are free to raise issues or concerns without fear of retaliation.

**Ethical Conduct:**
As employees of the Commonwealth of Virginia and the Virginia Retirement System, we will:

• Perform our work with integrity, competence and dignity and in an ethical manner that earns and retains the trust of members, employers and retirees as we deliver benefits and services.

• Act solely in the best interest of the fund, its members, beneficiaries and retirees.

• Remain free from influence or the appearance of influence of any conflicting interests as we conduct business ethically and in compliance with all applicable policies and laws.

• Maintain and protect the confidential information of our members, retirees, employers, business partners and employees.

• Deal fairly, objectively and impartially in all matters relating to VRS.

• Promote safety and security to minimize hazards and threats in our workplace.

• Exercise good faith, civility and professionalism in our interactions with those we serve and with each other.

• Create a climate of trust and respect that contributes to a productive work environment.

• Act as good stewards, effectively and efficiently using resources, while ensuring accountability to our members, retirees and employers that we serve.

• Refrain from having a direct or indirect interest, including financial or other interests, or engage in a personal business activity that could conflict with the proper discharge of duties or management of VRS.

• Embrace differences in backgrounds, experiences, perspectives and talents and leverage those differences as a fundamental strength of VRS.

• Share in the responsibility to protect the reputation of VRS.