

ACCOUNTANT

Grade 20
FSLA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs professional work involving the preparation and/or maintenance of fiscal and related records; does related work as required. Work is performed under the supervision of the Director of Finance.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prepares accounting and budgetary financial statements and reports; maintains financial records, performs reconciliations, and ensures the integrity of internal controls.

- Performs difficult administrative work related to planning, preparing, maintaining, monitoring and evaluating complex financial records and reports.
- Maintains complex accounting records in compliance with State and Federal regulations and guidelines.
- Ensure internal controls are consistently maintained and adhered to throughout the department.
- Monitors and tracks daily bank activity; provides ACH and chargeback details to Accounts Receivable; communicates account balances to Director of Finance.
- Reviews, analyzes, evaluates and prepares complex monthly financial transactions, reports, analyses, and reconciliations relating to all operations, capital projects, fixed assets, investments and debt; identifies and resolves discrepancies and correct errors as needed.
- Prepares and enters monthly and annual journal and budget entries in the accounting system.
- Reviews and verifies postings to appropriate ledgers and subsidiary accounts.
- Performs cash reconciliations on multiple bank accounts.
- Prepare monthly public financial statements and reports.
- Assists outside auditors by preparing work papers and financial reports as required for the annual financial audit.
- Assists in the development of the annual comprehensive financial report (ACFR) and the budget report.
- Manages the purchasing card program.
- Assists in ensuring compliance with the Virginia Public Procurement Act (VPPA) and procurement policies.
- Cross trains in other departmental functions and serves as temporary fill-in to ensure continuity of operations when necessary.
- Assists in the training of staff in departmental and accounting policies, procedures, and automated systems.
- Provides excellent customer service.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the terminology, principles, methods and practices of governmental accounting and procurement, and office operations; record keeping requirements, rules, and regulations related to assignment; modern office procedures and practices; computer equipment and software applications related to assignment; business mathematics; and English usage spelling, grammar, and punctuation, and the ability to express technical ideas effectively, both orally and in writing; ability to produce accurate financial ledgers and related reports; maintain detailed and accurate records; work effectively under deadlines; perform complex and specialized financial technical and clerical work related to the preparation, processing, and maintenance of the Authority's accounting records; compile and reconcile numerical and financial data; learn and effectively apply the laws, rules and regulations of financial record keeping; ability to learn and perform duties of other positions within the department, ability to learn and understand the functions, policies, and operations of the Authority, prioritize work, coordinate several activities and follow up as required; operate standard office equipment; ability to establish and maintain effective working relationships with officials, associates, vendors and the general public.

EDUCATION AND EXPERIENCE:

Bachelor's Degree or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and considerable governmental finance experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to receive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

- Possession of a valid Virginia Driver's License which is free of violations for a period of three years.
- Must pass pre-employment drug, alcohol and background screening.