

SENIOR ACCOUNTANT

FSLA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs immediate professional work involving the preparation and/or maintenance of fiscal and related records; does related work as required. Work is performed under general supervision of the Director of Finance. Supervision is exercised over subordinate personnel. Acts in absence of, or at the discretion of, the Director of Finance.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and preparing accounting, budget, and related financial statements and reports; maintaining financial records, reconciliations, and files; preparing financial reports.

- Performs difficult analytical professional and 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.
- Reviews, analyzes, evaluates and prepares complex monthly financial transactions, reports, analyses, and reconciliations relating to all operations, capital projects, fixed assets, investments and debt.
- Assists in the training and supervision of staff on departmental and accounting policies, procedures and automated systems.
- Provides expertise and assistance to the Director of Finance and other Department Heads as requested by carrying out studies and analyses that contribute and enhance management's ability to perform their required duties.
- Assists in the formulation, documentation and administration of accounting policies and procedures.
- Controls and maintains general ledger activity by establishing new accounts, deleting accounts, inactivating accounts and closing monthly and year end accounting periods.
- Reconciles accounts and prepares corrective action for revenue, expense and balance sheet accounts; reviews, authorizes and posts journal entries, budget actions and adjusting entries.
- Oversees and authorizes petty cash replenishments and internal controls; conducts audits on funds.
- Prepares quarterly and yearly audit worksheets; compiles reports and provides additional financial information.
- Oversees and approves bond reimbursements, accounts receivable, software reconciliations, grant reimbursements, accounts payable checks, performance bonds, health insurance and dental plan payments, etc.
- Provides assistance to outside auditors by preparing work papers and financial reports as required for the annual audit.
- Assists with the gathering of financial information and statistical section of the comprehensive annual financial report (CAFR).
- Reviews and verifies postings to appropriate ledgers and subsidiary accounts
- Reviews, reconciles and moves accounts payable, accounts receivable, payroll and general ledger holding files; prepares year end revenue accruals and adjustments; reviews and approves cost allocation reports.
- May supervise lower-level accounting support staff.
- Performs cash reconciliations on LGIP, SNAP, operating, payroll and merchant accounts.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of governmental accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, principles, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; ability to develop and implement sound accounting policies and procedures; ability to verify accounting documents and forms for accuracy and completeness; ability to express and follow technical ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials, associates, vendors and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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 10 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 an appropriate driver's license valid in the Commonwealth of Virginia.

Please visit www.fcwsa.org for an employment application. Please email completed application and resume to Nikki Martin at nmartin@fcwsa.org.