



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### ACCOUNTING SUPERVISOR

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate paraprofessional and administrative work assisting with the operation of the Finance Department; does related work as required. Performs routine work in the form of daily recording and reporting of financial data. Performs other work as required. Work is performed under the general supervision of the Director of Finance. Supervision is exercised over subordinate personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, 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.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Analyzing financial transactions, monitors monthly budget reports, assisting in office operations; supervise accounts payable activities; daily recording and reporting of financial data; serves as backup of the Accounts Payable function.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Performs bank reconciliation for large county bank account on a monthly basis;  
Attends all public school board meetings on a rotating basis;  
Performs activities related to month-end, quarter-end and year-end processes;  
Prepares and maintains complex accounting and general ledger records;  
Prepares invoices for monthly, quarterly and annual billing;  
Quarterly monitoring of state and federal revenue, reconciled with the APA Quarterly disbursement report;  
Serves as backup for Positive Pay;  
Supervises accounts payable;  
Reviews and approves invoices prior to payment;  
Recommends new procedures for more efficient office operations;  
Monitors budget progress by comparing actual expenditures against budgeted amounts for assigned departments;  
Performs month-end close procedure; reconciles general ledger  
Prepares and checks for necessary approvals and supporting documents of invoices;  
Posts ad hoc journal vouchers and budget adjustments once reviewed by Director of Finance;  
Prepares monthly expenditure reports;  
Works with auditors during annual audit;  
Performs filing and limited typing/keyboarding duties;  
Diagnoses and resolves minor software problems and office equipment problems;  
Answers telephone and greet public, as necessary;  
Approves Compensation Board reporting monthly;  
Manages and reports on assigned Fire and EMS grants;  
Posts transactions to Transparency software (OpenGov) monthly;  
Attends and provides assistance for CIP committee meetings;  
Oversees and/or performs annual 1099 preparation;

Reconciles and approves monthly CSA reimbursements;  
Assists with compilation of unclaimed property in cooperation with Treasurer's Office;  
Participates in emergency response operations as required in a declared emergency by County officials;  
completes required NIMS training as a condition of employment;  
Performs related tasks as required;

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of basic government accounting principles with the ability to work with other people in the department. Skill progression of learning and following routine accounting and clerical procedures. Ability to use basic office machines as adding machines, scanners, copiers. Knowledge of and ability to use Microsoft Excel is a must. Must have customer service skills to work with employees, vendors, and the public.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Finance/Accounting related field and experience in accounting, financial reporting and budgeting.