



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

FINANCIAL REPORTING ACCOUNTANT

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:

Preparing and maintaining complex accounting and general ledger records.

(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.)

- Prepare complex journal entries for month-end and year-end close;
- Manage debt service schedule;
- Reconcile cash on a daily basis;
- Perform month end bank reconciliations of small bank accounts;
- Manages Purchase card processes and program (training, card distribution, monthly receipt compilation);
- Attends School Board meetings on a rotating basis;
- Serves as back up for month-end close procedures;
- Implement and maintain GASB 34 Report Write module;
- Reconcile and collect on returned checks;
- Maintain all accounts receivable charge codes;
- Serves as backup for Accounts Payable function;
- Maintains outstanding check register;
- Performs activities related to month-end, quarter-end and year-end processes;
- Works with auditors during annual audit;
- Prepares a variety of reports as requested by auditors and others;
- Enters financial data into computer, balances accounts ledger;
- Performs a wide variety of clerical account keeping and related tasks;
- Other duties as required to include assisting the Treasurer's office with daily procedures and writing and maintain a daily procedures manual;
- 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 the accounts payable and general ledger systems and procedures; general knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; general knowledge of routine accounting principles; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree in Finance/Accounting related field and/or equivalent experience in accounting, financial reporting and budgeting. Government accounting experience is also preferred.