

# Staff Accountant

Dept/Div: Finance/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs complex cost and budget allocations, preparation of audit schedules and other technical government accounting tasks to include journal entries, accounts payable & receivable, payroll, budget, fixed assets and assist in implementation, training and documentation of new software systems. Work is performed under the limited supervision of the Finance Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Preparation of audit work papers, schedules and preparation of year end accrual and adjusting journal entries.

Performs complex cost and budget allocation to proper accounts involving all departments within local government. Reconciles Virginia and federal revenues to County books and make necessary corrections.

Performs payroll and accounts payable functions as needed and to provide cross training.

Prepares documentation for departmental accounting procedures and Constitutional Officers for software systems.

Assists other departments with budget and accounting questions.

Assists with various posting, printing and calculating of account for month and year end closing and budget figures; analyzes different accounts for estimate of new budget figures.

Assists Finance Director in software planning and implementation.

Reconciles subsidiary software systems with general ledger.

Assist in debt analysis, bond transactions, grant fund tracking.

Assist in the preparation of the GFOA audit certificate for the annual CAFR.

Assist and guide the payroll and accounts payable function with cross training of those job tasks.

Serves as back-up to departmental staff as assigned.

And any other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of general accepted governmental accounting terminology, principles, methods and procedures; thorough knowledge of accounts payable policies, practices and procedures; thorough knowledge in preparing detailed reports and other types of correspondence; thorough knowledge of and in the use of standard office equipment and associated software (e.g. Tyler Munis, Excel, Microsoft Office Professional, etc.); ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to perform statistical analysis; ability to post accounts with speed and accuracy; ability to efficiently operate a variety of office machines; ability to establish and maintain effective working relationships with associates, vendors and the general public.

## **Staff Accountant**

### **Education and Experience**

College degree or Associates degree with coursework in accounting, or related field and demonstrated experience in accounting, auditing, payroll, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 7/3/2020