

Albemarle County Public Schools and Government

Accountant IV (may be filled as Accountant III) (2808)

JOB POSTING

Job Details

Title Accountant IV (may be filled as Accountant III)
Posting ID 2808
Description Accountant IV (may be filled as Accountant III)
Department of Finance

Non-Exempt, Pay Grade 16

The **Accountant IV** performs complex professional accounting work in the review, maintenance and preparation of accounting and financial records. Plans, directs, and supervises the operational activities of the accounting staff. Work is performed under limited supervision and with a high degree of independence. Essential functions include, but are not limited to the following:

- Manages the preparation, analysis, review, and assignment of accounting transactions required for monthly, quarterly, and annual financial reports;
- Reviews, approves, and reports on the reconciliations of the cash, bank, investment, annuity, retirement, tax, P-card, and miscellaneous accounts of the County on daily, monthly, quarterly, and yearly basis as required; submits reports, as prescribes, to various federal, state, local, and other agencies;
- Assists in supervising the maintenance of the accounting systems, including the creation and execution of complex macros and other processes designed to manage mass change efficiently, and provides recommendations for assigned areas of responsibility; • Provides technical support to external auditors and prepares required reports;
- Reviews current accounting procedures and recommends needed/continuous process improvements;
- Researches and provides financial data on request, works as a liaison to other agencies/ departments to provide information and resolve accounting issues;
- Manages the training and provides assistance to external clients/users of the financial systems;
- Manages the internal service funds accounting, including accounting for and distributing charges to user departments;
- Reviews and approves electronic fund transfers or serves as back up approver for transfers;
- Schedules and coordinates monthly financial transaction processing and periodic financial reporting;
- Performs internal auditing as needed or requested
- Leads, trains, and assists Accountants, providing supervision of staff as necessary;
- Performs other related tasks as required.

QUALIFICATIONS: A Bachelor's Degree and a minimum of seven years of experience involving the maintenance of complex accounting, financial, or statistical records required. Demonstrated technical/information system competence is preferred. Supervisory experience is desired.

Thorough knowledge of generally accepted accounting principles, governmental accounting standards, banking, and financial reporting. Knowledge of the laws, ordinances and regulations governing municipal financial matters, including Virginia Auditor of Public Accounts standards is required. Thorough knowledge of and proficient use of MSOffice Suite, including Excel. Ability to prepare complex financial reports and accounting records. Ability to establish and maintain effective working relationships with others; ability to effectively communicate technical concepts and ideas effectively, both orally and in writing.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Regular contacts made with individuals from: (a) other internal organizations units; or (b) outside organizations; or (c) frequent contact with the general public for purposes of exchanging factual information which may require some judgement or interpretation in order to be responsive to questions or applicable to a specific situation. Communication is usually cooperative in nature, with infrequent conflicts resolved by higher authority. Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines.

SALARY: Hiring Range: \$22.99 - \$27.59/ per hour based on education, experience and internal equity
\$47,829 - \$57,395 annual equivalent
Internal candidates will receive pay adjustments in accordance with County Policy, §P-60.

APPLICATION DEADLINE: Until Filled

Shift Type

Full-Time

Salary Range

\$47,829.00 - \$57,395.00 / Per Year, depending on education, experience and internal equity

Location

Finance

Applications Accepted

Start Date

01/08/2018

Submit application online: <https://albemarleva.tedk12.com/hire/ViewJob.aspx?JobID=2787#>