

# Fairfax Water

A Vocation of Distinction

Supervisor, General Accounting

Hiring Range: \$83,345-\$136,531

Recruitment closes: May 10, 2021, 4:30p.m. (EST)

Under limited supervision of the Manager, Accounting, coordinates and oversees General Accounting programs that include accounts payables, accounts receivables, payroll, employee benefit payments, and procurement cards.

## **Responsibilities:**

Maintains and supervises the daily activities of the General Accounting staff.

- Serves as section lead and coordinates the training and development of staff.

- Assists staff and directs the completion of the day to day tasks and duties of the department.

- Supervises staff and maintains filing system for accounting records and reports.

- Performs employment related duties to include interviewing to fill vacant positions and completes staff performance reviews.

- Writes and reviews departmental procedures and guidelines.

- Establishes and monitors staff performance goals.

Insures validity and control of accounts payable disbursements, accounts receivable, procurement cards, payroll processing and payment of employee benefits, taxes, and other programs.

- Applies the laws, rules and regulations of payroll; exercises good judgment in the application and interpretation of policy, regulations, and procedures related to assignments.

- Analyzes and interprets fiscal and accounting data and prepares appropriate statements and reports.

- Reviews and authorizes payable disbursements generated by the Accounts Payable Specialist.

- Acts as Administrator for Fairfax Water's credit card programs.

- Assists Accounting Manager in evaluating and improving operational efficiency and conducting internal control reviews.

- Oversees the processing of the payroll program through check generation and posting.

- Performs the reconciliation and analysis of the related ledger accounts.

- Prepares reports required by Federal, State, and local governments.

Researches and ensures compliance with the Affordable Care Act.  
Reconciles and pays employee benefits and reconciles liability accounts including: payroll taxes, group health and life insurance, garnishments, and other programs for employees, retirees, disabled employees and board members.  
Reconciles and balances annual payroll and coordinates the production of W-2, 1099-R, 1099-MISC, 1099-NEC, and ACA forms. Recaps all tax payments and other required information filed each year.  
Acts as the direct administrator/contact and a liaison to the Social Security Administration, Internal Revenue Service and various State agencies.  
Responds to questions regarding employee payroll deductions and time entry.  
Establishes and maintains a good working relationship with providers of benefit services to employees and assists with benefit billing adjustments when needed.  
Oversees the day-to-day activities involved in the invoicing and collection of accounts receivable, issuance of customer refunds, posting of customer payments, and interactions with customers at the payment desk.  
Manages the lockbox system contract.  
Oversees the compliance with Fairfax Water's travel policy.  
Provides support for the annual audit.

Performs other duties as assigned or required.

#### **Qualifications:**

- Bachelor's Degree in Accounting and minimum of five years of progressively responsible accounting experience, including experience in general ledger, accounts payable, accounts receivable and payroll, or any equivalent combination of education, experience and knowledge.
- A minimum of five years of extensive payroll experience is required.
- Three years of supervisory experience with the ability to plan, direct, and supervise the activities of an accounting staff.
- Expertise on principles, methods and practices of general accounting.
- Effective written and verbal communication skills.
- Excellent management and organizational skills.
- Advanced MS Excel skills (charts, pivot tables, etc.).
- Ability to effectively plan, prioritize and organize work activities.
- Ability to develop good working relationships with other departments and internal customers.
- Certified Payroll Professional Certification preferred.
- Proficiency in SAP preferred.
- Must pass a controlled substance (drug) test for employment.

Apply at <https://agency.governmentjobs.com/fairfaxwater/default.cfm>

