



**Hanover County Government  
Community Services Board  
Accountant (CD) – II, III, IV  
Salary: Negotiable**

To apply, please visit: [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)

Hanover County Community Services Board (HCCSB) is seeking an energetic and detail-oriented individual to serve as the department's Accountant. HCCSB is one of 40 public behavioral health safety net providers in Virginia. At HCCSB, we are committed to providing high level mental health, substance use disorders, and developmental disabilities services.

The successful incumbent will oversee the day-to-day operations of the department's accounting/budgeting functions and supervise assigned staff. Preferred incumbent should have two or more years of direct accounting experience. If you enjoy working in a fast-paced environment that requires strong organizational, time-management, and attention to detail skills, we encourage you to apply.

Click here to learn more about our team and the community we serve!

<https://youtu.be/xtB95I4Xhvw>

**General Description:** This is a professional position, which also may be supervisory. The incumbent performs difficult tasks related to managing a department's accounting functions or particular countywide accounting functions.

**Organization:** The Accountant position is part of Hanover County's Career Development Program (CD). The Accountant Ladder has four (4) levels, ranging from Accountant I to Accountant-Senior. Incumbents normally report to a Department Head or designee and may supervise financial administrative support staff such as Financial Technicians.

**Essential Functions:**

- If applicable, supervises employees performing related human resource functions and completing necessary paperwork.
- Monitors and directs day-to-day activities for bank accounts, accounts receivable, payroll and accounts payable.
- Prepares and analyzes accounting financial reports.
- Oversees the entry and/or reconciliation of numerical and/or financial data and the recording of funds to the General Ledger.
- Reviews financial and system reports for accuracy.
- Coordinates researches and resolves financial discrepancies.
- Drafts financial documents, including the Comprehensive Annual Financial Report and/or State reports.
- Participates in audits as needed.
- Assists with inquiries relating to receipts and disbursements.
- Provides support for encumbrance accounting and purchase order reconciliation.
- Monitor and recommend updates to general ledger costing within the timekeeping/payroll system including reconciliations of system interfaces and payroll liability accounts.
- Aids in capital fund accounting to include project updates and reporting, as well as, bond draw down review and submissions.
- Performs monitoring, analysis and reconciliation of non-major funds.

- Performs related work as assigned.

**CSB Specific Functions:**

- **Assists with the financial operations of the department, including development and monitoring of budget.**
- Assists in producing the Annual department budget document, including the five-year plan.
- Evaluates and reports on year-end projections on a monthly basis.
- Performs various year-end departmental functions and provides year-end reporting.
- Documents and performs internal department budget transfers.
- Oversees the processing of the staff timesheets and the completion of the departmental payroll.
- Monitors and reviews monthly staff charges on County Purchasing Cards.
- Monitors and maintains the department's FTE records and reports.
- Audits the Raft member funds on a quarterly basis.
- Monitors, tracks, and maintains records on the department's Federal and State restricted funding balances.
- Monitors and enters various monthly revenue and expense allocations for the department.

**Working Conditions:**

- A. Hazards
  - None known
- B. Environment
  - Office
- C. Physical Effort
  - Minimal
- D. Exempt

**Knowledge, Skills and Abilities:** Knowledge of accounting procedures and automated systems, required. Must be computer literate. Proficiency in Microsoft Office computer programs, preferred. Excellent mathematical skills, ability to analyze numerical data and maintain general ledger, required. Effective written and oral communication skills, required. Must know how to organize and prioritize work and meet deadlines with minimal supervision. Must be able to establish and maintain successful working relationships with staff, government officials and the general public.

**Education, Experience and Training:** Bachelor's degree required (preferably in Accounting) with related experience preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Work beyond normal work schedule