



Hanover County Government Accounting Manager

SALARY	\$31.58 - \$43.98 Hourly \$65,692.10 - \$91,476.25 Annually	LOCATION	Hanover, VA
JOB TYPE	Full-time	JOB NUMBER	202300121
DEPARTMENT	Pamunkey Regional Jail	OPENING DATE	05/05/2023
CLOSING DATE	Continuous		

Description

General Description:

This is a professional position that performs difficult tasks related to managing the accounting and financial operations of the Jail.

Organization:

Reports to the Director of Finance and supervises two Financial Technicians.

Essential Functions:

- Monitors, reconciles and directs day-to-day activities for bank accounts, accounts receivable, payroll and accounts payable;
- Manages the Jail's central financial records and related system of internal controls, accounts payable, budget, payroll, and billing functions in conjunction with the Director of Finance;
- Assists in preparation of the Comprehensive Annual Financial Report and all required supplementary reports in conjunction with audit;
- Assists in the Jail's Annual budget process including the development of forms, establishment of the budget calendar, management of budget meetings, and the initial funding recommendations;
- Assists in producing the Annual budget document, including the five year plan;
- Manages day-to-day financial operations for the following: inmate canteen/welfare account, inmate trust fund;
- Represents the Jail in management meetings in the absence of the immediate supervisor;
- Prepares presentations regarding budget, debt service, financial documents, procedures, economic trends and quarterly financial statements to management, and Jail Board members;
- Manages the processing of the automated payroll system for the departmental payroll;
- Conducts research on special projects;
- Performs related work as assigned or directed by the Superintendent or designee.

Working Conditions:

Hazards

- None Known

Environment

- Office

Physical Effort

- Minimal
- Must be able to crawl, kneel, lift, run and climb to include stairs
- Must be able to lift up to 30#

Exempt or Non-exempt

- Exempt

Essential or Non-essential

- Non-essential

Knowledge, Skills and Abilities: Knowledge of generally accepted accounting principles and governmental accounting and financial controls is required. Effective oral and written communication skills, required. Ability to establish and maintain effective working relationships with employees, vendors and the public is required. Must know how to organize and prioritize work and meet deadlines. Computer literacy is required. Proficiency in Microsoft Office computer programs, preferred.

Education, Experience and Training: Must be at least twenty-one (21) years of age; High school graduate or equivalent required, Bachelor's degree in accounting, business administration, finance and public administration with three (3) years of progressively responsible experience, including supervision; CPA (Certified Public Accountant) license preferred; Requires experience in payroll, budgeting, accounts payable, financial reporting and local government financial administration; or any equivalent combination of education, experience and/ or training sufficient to demonstrate the knowledge, skills and abilities acceptable.

Special Instructions to Applicants

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve month probationary period
- May work beyond normal work schedule
- Pre-employment physical examination, audiometric testing, drug testing, alcohol screening and repeated according to policy thereafter
- Must wear civilian uniform
- Must maintain phone for emergency contact
- Minimal inmate contact

Agency

Hanover County Government

Address

7515 Library Drive

Hanover, Virginia, 23069

Phone

804-365-6075

Website

<http://www.hanovercounty.gov>

Accounting Manager Supplemental Questionnaire

*QUESTION 1

Have you ever been convicted on a felony?

Yes

No

*QUESTION 2

Have you ever been convicted of a domestic violence misdemeanor?

Yes

No

*QUESTION 3

Have you used any illegal drugs within the last 12 months?

Yes

No

*QUESTION 4

Do you have a high school diploma or equivalent?

Yes

No

*QUESTION 5

Have you been convicted of driving under the influence of alcohol or drugs in the past five (5) years?

Yes

No

*QUESTION 6

In your lifetime, have you had multiple convictions of driving under the influence of alcohol or drugs?

Yes

No

*QUESTION 7

Have you disclosed all information regarding your history of traffic violations, summons and/or arrests?

Yes

No

*QUESTION 8

Do you have a valid driver's license?

Yes

No

*QUESTION 9

Are you a U. S. citizen?

Yes

No

***QUESTION 10**

Have you been convicted of Reckless Driving within the past five (5) years?

Yes

No

***QUESTION 11**

Have you applied to a job posting with Pamunkey Regional Jail prior to this? If YES, please give approximate date and job title.

***QUESTION 12**

Have you previously applied for employment to any other Law Enforcement Agency? If YES, please provide date and current status.

* Required Question