

Administrative/Accounting Manager – Deputy Treasurer V Fauquier County, VA



We are seeking qualified and enthusiastic candidates with accounting and management experience to fill this vital role with the Fauquier County Treasurer's Office.

GENERAL DEFINITION OF WORK:

Performs difficult and technical work in the preparation and maintenance of financial records for the Treasurer's Office; responsible for the supervision of the front line cashiers, the daily Cash Report, daily On Line (WEB) Payment Report, Court Payment Report, and reconciliation of all payments processed by this office and the accuracy of all bank deposits. Performs other duties that apply to the Treasurer's office. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in departmental accounting activities; preparing financial statements and reports; maintaining financial records and files; preparing financial reports.

-Supervises cashiers, processing and resolving employee concerns and problems, completing employee performance appraisals; and ranks applications; assists in interviewing applicants.

-Coordinates daily work activities; preparation and completion of WEB Edit/Updates, Bank Uploads for WEB, Company Edit/Updates, Credit/Check Verification Update, and Court Updates. Performs financial overview and prepares reports; resolving any/all issues in order to balance.

-Supervise cashiers in the daily work activities; assists with complex/problem situations. Organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff. Performs internal audits.

-Performs VOIDS and Date Changes for all employees. Review daily prepay/abatement reports. Analyze all transmittals for accuracy.

-Prepares and oversees all dog license matters; reviews and analyzes general ledger activities to include expenditure/revenue/balance sheet reports and trial balance.

-Responsible for the following financial activities for department; such as bills, purchase orders, cash, cash deposits, etc.; responsible for staff time, leave and the submission of overtime sheets; analyzes, tracks and reviews budgeted revenue/expenditures; performs financial analysis and budget forecasting.

-Performs a variety of general accounting/bookkeeping functions, signing verified, processing NSF/stop payment checks, balancing accounts and general ledger, reconciling spreadsheets/reports, researching financial discrepancies, calculating data, maintaining, generating or submitting financial reports.

-Completes and prepares detailed financial spreadsheets and reconciliation reports; creates financial spreadsheets and reconciliations for Budget, Dog Licenses, and delinquent accounts; approves all purchase orders and expenditures.

-Analyzes, reviews, and maintains leave sheets for cashiers, approves leave, provides overtime sheets to the Treasurer.

-Ensures adherence to all office and accounting/auditing principals, policies and procedures; reviews/updates written procedures for staff.

-Responds to taxpayers' complaints/concerns and mediates disputes/conflicts.

-Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare and maintain complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express complex and technical ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and considerable accounting experience.

We offer a competitive salary and comprehensive benefits package to include but not limited to medical, dental, vision, and prescription coverage, annual leave, sick leave, and personal days, Virginia Retirement System pension plan & a life insurance policy 2X annual salary, 457B individual retirement plan, free health care through our Fauquier County Employee Wellness Center and more!

**You don't want to miss this opportunity! To apply, visit: jobs.fauquiercounty.gov.
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