



## Chief Accountant

### Mission Statement

- We serve as trusted partners in education with our students, families, and community.
- We prepare our students to be critical thinkers, responsible digital citizens, innovators and visionaries, resilient individuals, and global collaborators.
- We commit to inclusive practices and equity with an expectation of excellence from every student and employee every day.

### Job Summary

This position prepares the School Division's Annual Comprehensive Financial Report (ACFR) and various other financial statements, records, and reports; assists in planning, organizing, preparation, and maintenance of accounting records for the general ledger accounting system; advises agencies on financial matters as required. This position assists in the training and supervision of School Division staff on accounting policies, procedures, and automated systems. This position prepares complicated accounting entries, analysis, and reconciliations; assists with the coordination of the annual audit by its external auditors; may write and implement new business practices and procedures for the implementation and maintenance of Advantage Financial/HR; and may maintain and recommend enhancements to the School Division's automated accounting, purchasing, and payroll systems. This position may assist the internal auditor.

### Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential responsibilities.

**PWCS requires that each employee:**

- work collaboratively with all stakeholders in providing a World-Class Education,
- establish and maintain cooperative and effective working relationships with others,
- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

**Essential Responsibilities - specific to this job**

- Coordinates with management on the staff's daily activities, prioritization of tasks and timely completion of assigned duties and responsibilities.
- Supervises and coordinates the preparation of the Annual Comprehensive Financial Report (ACFR), in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).
- Supervises the preparation of the Annual School Report in accordance with requirements set forth by the Virginia Auditor of Public Accounts (APA).
- Researches, interprets, and implements new accounting standards.
- Conducts complex financial and budget analysis.
- Coordinates the month-end and year-end closing process and ensures completion of monthly account reconciliations.
- Coordinates and manages the fixed asset accounting process.
- Assist with capital project accounting.
- Develops and maintains working relationships with school, county, and outside agency personnel.
- Writes financial reports, as needed, using complex automated reporting tools.
- Coordinates and manages external audits

**Other Job Responsibilities**

**Qualifications for Successful Performance**

**Knowledge, Skills, Abilities and Behaviors**

- Thorough knowledge of the laws, ordinances and regulations governing municipal financial matters

- Thorough knowledge of modern office methods, practices and equipment
- Ability to prepare complex accounting entries, financial reports and records
- Ability to monitor and analyze, and evaluate complex financial systems
- Ability to use automated reporting tools to write reports necessary in the operation of the accounting/finance functions within the School Division
- Ability to establish and maintain effective working relationships with others
- Ability to use and learn new and complex software for reporting, publishing, and other uses required
- Thorough knowledge of the theory, principles, methods and practices of governmental accounting and budgeting

#### Education or Equivalency Requirements

Minimum/ Preferred	Education level	Description
Minimum	Bachelor's or equivalent	Accounting or business administration

#### Work Experience Requirements

Equivalent to at least	Type	Area or Field
5 years	Related and/or Specific	Financial and governmental fund accounting
Significant portion	Specific	Experience to include three to five years with complex automated accounting systems

#### Certification and License Requirements

Certifications/ Licensures	Comments
Industry	CPA or CPFO preferred

### Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment Type:** INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements	Frequency
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Light work that includes lifting and moving objects up to 20 pounds.	Frequently
Medium work that includes lifting and moving objects up to 50 pounds.	Occasionally
Heavy work that includes lifting and moving objects up to 100 pounds or more.	Not anticipated
Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar.	Frequently
Move about to accomplish tasks or move from one work site to another.	Occasionally
Remain in a stationary position, often standing or sitting for prolonged periods.	Consistently
Operate non-office machinery and/or power tools.	Not anticipated
Repeat motions that involve the wrists, hands and/or fingers.	Consistently
Move in different positions to complete tasks in various conditions and spaces.	Occasionally
Operate motor vehicles or heavy equipment.	Not anticipated
Match or detect differences between colors, including shades of color and brightness.	Occasionally
See details at a distance.	Occasionally
See details at close range (within a few feet of the observer).	Consistently
See objects in the presence of glare or bright lighting.	Frequently
See objects in the low lighting.	Occasionally
See objects or movement of objects using peripheral vision.	Occasionally

### **Mental/Cognitive Requirements**

### **Frequency**

Listen to and understand information presented through spoken words and sentences.	Consistently
Read and understand information presented in writing.	Consistently
Communicate information in speaking so others will understand.	Consistently
Communicate information in writing so others will understand.	Consistently
Ability to generate ideas or develop creative ways to solve problems.	Frequently
Ability to tell if something is wrong or is likely to go wrong.	Frequently
Ability to apply general rules to specific problems to produce workable answers.	Frequently
Ability to combine pieces of information to form general rules or conclusions.	Frequently
Ability to arrange for certain order or pattern according to a specific or set of rules.	Frequently
Ability to create and apply rules for combining or grouping things in different ways.	Frequently
Ability to choose the right mathematical methods or formulas to solve a problem.	Consistently
Ability to add, subtract, multiply, or divide quickly and correctly.	Consistently
Ability to recall available information.	Consistently
Ability to acquire and organize visual information.	Frequently
Ability to manipulate and organize spatial information.	Occasionally
Ability to apply and maintain attention.	Consistently
Ability to manipulate and control objects.	Occasionally
Assess the accuracy, neatness, and thoroughness of the work assigned.	Consistently

### **Other Requirements Not Identified Above**

### **Other Related Job Information**

**Budget authority:** Not anticipated

**Number of direct reports:** As assigned  
**Number of schools served:** As assigned

<b>Other Related Information</b>	<b>Description</b>
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### Serving the Community with Excellence

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.

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