



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Financial Reporting Supervisor
0110
Exempt
Professional
Financial and Management Services
Assistant Director Financial and Management
Services Department

Nature of Work

Performs advanced work planning, coordinating, and supervising the financial reporting operations for the County and its fiscal agencies.

Essential Job Functions (other essential job functions may be designated by department)

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Oversees the preparation of journal entries and financial reporting related to grants, capital assets, and general ledger; reviews management reports for accuracy and adherence to requirements and ensures deficiencies are corrected.
- Prepares annual financial reports and reviews annual financial reports for fiscal agents; attends and presents financial information at fiscal agent Board meetings.
- Prepares complex schedules, research, account analysis, or other work necessary for preparation of financial statements, ledgers, and reports.
- Researches, provides recommendations, and implementation plan on GASB pronouncements to ensure County and fiscal agent compliance.
- Assists with financial emergency management; participates in financial planning for emergency situations; prepares and/or reviews reports for Federal, State, and local agencies to ensure appropriate reimbursement to the County.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a Bachelor's degree in Accounting or related field and considerable accounting experience using complex financial systems; and, supervisory or lead experience; Master's degree and local government accounting experience preferred.
- Must possess reliable transportation to work site(s).
- Considerable knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB) statements; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; and, leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Skill in use of computer software especially Microsoft Office suite.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other County employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment, initiative and attention to detail in accordance with established policies and procedures

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Credential check
- National criminal/sex offender record check
- OIG Exclusion List check

Introductory Period 12 months

Post Hire Requirements

- Periodic OIG Exclusion List check

Job Locations and Conditions

- Duties are performed primarily in an office setting.
- Eligible for regular telework.
- Requires the ability to travel among various work sites.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	C	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	N	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	C	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	N	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition <25 pounds of materials/equipment from ground to waist and at waist level
Ascend/Descend	O	Must be able to work in and move to different height levels including 1 flight of stairs and 3-4 steps
Sit	C	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on flat terrain
Run	N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain
Position self to lower level	O	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	C	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; determine color; and depth perception.
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	O	Must be able to transfer or convey in an automatic vehicle including car, van, and small truck.