



**HANOVER COUNTY PUBLIC SCHOOLS
invites applications for the position of:**

Accountant

SALARY:

\$58,966.79 - \$112,652.64 Annually

OPENING DATE: 05/27/22

CLOSING DATE: 06/06/22 11:59 PM

DESCRIPTION:

General Responsibilities:

Responsible for preparing, maintaining and issuing official financial records and financial reports, general ledger accounting, grants accounting and reporting, issuance of monthly financial reports, and Student Activity Fund (SAF) accounting.

Essential Duties:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepare grant reimbursements and reports
- Maintain grant spreadsheets and files
- Communicate with grant administrators/financial secretaries/VDOE Representatives
- Prepare journal entries, budget transfers, and purchase order adjustments
- Respond to general ledger inquiries as needed
- Correspond/communicate with cost center managers/fiscal technicians/financial secretaries
- Maintain substitute pass-through accounts
- Prepare and distribute monthly financial reports
- Assist with Annual School Report
- Maintain fixed asset inventory electronic records
- Provide support and guidance to all financial secretaries and fiscal technicians on a daily basis
- Review and maintain files on each school's monthly bank reconciliations
- Reconcile monthly petty cash account statement
- Make deposits into petty cash account as needed
- Support division's SAF electronic accounting system
- Train Student Activity Fund bookkeepers as needed
- Perform annual internal audits of select schools
- Assist with and helps coordinate school division's annual external audit
- Communicate with and provides information to external auditor
- Assist with semi-annual SAF meetings
- Analyze and update Student Activity Fund Accounting manual
- Compile data from all schools and prepares annual 1099 federal tax forms
- Order and distribute receipt books
- Perform related work as required

QUALIFICATIONS: KSA'S, EDUCATION:

Knowledge, Skills and Abilities:

Knowledge of principles, methods, and practices of accounting. Computer skills in spreadsheet and word processing programs and financial accounting. Ability to analyze and interpret fiscal and accounting data. Ability to prepare appropriate financial statements and reports. _

Education and Experience:

Bachelors' degree in Business, Finance, or accounting or comparable experience in accounting. Three years of experience in record keeping, accounting, computer operations, and office practices.

An equivalent combination of education and professional level experience may be accepted in lieu of preferred level of education.

TERMS OF EMPLOYMENT:

Location: School Board Office

Work Schedule: 8 hours/day, 12 months (261 days)

Pay Grade: 16

Salary Scale: Uniform

FLSA Status: Exempt

Immediate Supervisor: Director, Finance

PHYSICAL REQUIREMENTS AND DISCLAIMER:

Physical Conditions:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Minimal ability for a wide range of motion to include climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and manipulating. May involve repetitive motions and long periods of sitting at a desk or computer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hcps.us>

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804-365-4500

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Job #02125
ACCOUNTANT
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