



Class Title	Senior Accountant
Position Number	0116
FLSA Status	Exempt
EEO Classification	Professionals
Department	Financial and Management Services
Supervised By	Accounting Supervisor

Nature of Work

Performs experienced accounting work including but not limited to preparing financial schedules and reports and managing capital assets and leases for the County and its fiscal agencies.

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

- Manages capital assets and leases for the County and its fiscal agencies: computes; prepares; maintains all journal entries and schedules for the addition, disposal, and depreciation of the capital assets and amortization or modification of any leases.
- Oversees all inventory processes for the capital assets to include developing policies and procedures.
- Prepares complex schedules, research, account analysis, and other material necessary for preparation of financial statements, ledgers, reports, and taxes.
- Coordinates and prepares cash balancing with the Treasurer's Office for the County
- Computes, prepares, and inputs data for journal entries; reconciles accounts, sub-ledgers, and system modules to the general ledger.
- 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; local government accounting experience preferred.
- Must possess reliable transportation to work site(s).
- Knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; Generally Accepted Accounting Principles (GAAP); knowledge of 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.
- Skill in use of computer software, especially Microsoft Office Suite; Tyler Enterprise ERP (MUNIS) preferred.
- 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 and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

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.
- 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 15-25 pounds of materials/equipment from ground to waist, at waist level
Ascend/Descend	O	Must be able to work in and move to different height levels
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 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; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	R	Must be able to transfer or convey in a standard, automatic, or multi-gear vehicle including car, van, small truck, medium truck, large truck, truck w/equipment, and heavy bus equipment