



The City of Newport News is looking for our next Senior Accountant – Fiscal Operations in our Human Services Department. The salary range for this position is \$59,772 - \$102,961. For consideration, please apply at [www.nnva.gov/jobs](http://www.nnva.gov/jobs).

#### GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the administration and oversight of complex professional accounting work involving research, analysis, preparation and maintenance of financial records and reports. May supervise agency-wide Procurement and Vendor Management, Expenditures and Encumbrance Management; or Revenue/Grant Management and financial reporting functions. Reports to the Chief of Fiscal Operations.

#### ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of assigned personnel to include staff development and training, performance management, employee relations, prioritizing and assigning work and related activities. Manages the effective deployment of resources. Coordinates and supervises professional accounting work for the assigned fiscal unit; creating and implementing improvements to procedures, internal controls, and fiscal business systems; reviewing and approving journal entries and correcting entries; collaborating with agency and City stakeholders on day-to-day operational processes based on Federal/State/Local guidelines; gathering, communicating, performing analysis, and identifying trends of agency financial information and interpreting of Federal/State fiscal policy for Senior Management decision-making purposes; and performing subject-matter expert problem resolution for the assigned units.

Responsible for oversight and management of one or more major departmental financial functions which may include, but is not limited to, Procurement & Vendor Management; Expenditure & Encumbrance Management; or Revenue and Reporting Management. Responsibilities may include administration of the agency's P-card transactions and reporting, coordinating and monitoring Requests for Proposals and Memorandums of Understanding in accordance with established City procedures, oversight of departmental grants, coordination of accounts payable processes, general ledger management and reconciliations, asset system maintenance, budget monitoring for both City and State programs, or similar activities.

Participates on the agency leadership team; advises department staff on federal, state and local fiscal processes and procedures; and provides assistance to other City personnel related to department accounting systems and processes. Serves as fiscal liaison to federal, state, and local stakeholders across multiple programs, grants, and City initiatives. Provides assistance to internal and external auditors when auditing agency financial statements and records. Attends required State/City meetings and mandated trainings. Performs other duties as assigned.

#### PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

#### REQUIRED KNOWLEDGE

- Accounting – Considerable knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards of the Governmental Accounting Standards Board ( GASB) to include fund accounting, financial computations, statistical and financial analysis and forecasting techniques. Knowledge of budgeting and procurement principles and practices and multi-faceted accounting application systems. Knowledge of Federal, State, and Local laws and regulations governing the receipt, custody, and expenditure of public funds. General knowledge of public administration, grant administration, and contract law.

- Customer Service — Considerable knowledge of principles and processes for providing customer service. This includes meeting quality standards for services, and evaluation of customer satisfaction.

- Supervision – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. General knowledge of Human Resources Information Systems. •

Technology – Knowledge of fiscal business solutions, practices, and procedures including, but not limited to personal computers, for procurement and vendor management, expenditures and encumbrance management, revenue and reporting functions, spreadsheets, and related programs.

#### REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of financial tasks with reasonable speed and accuracy.

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves difficult inquiries and disputes.

- Judgment and Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one. REQUIRED ABILITIES

- Financial Management – Ability to perform complex arithmetic, algebraic, and statistical applications to perform financial transactions. Ability to employ accounting principles and practices in the analysis and reporting of financial data.

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.

- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand; to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.



#### EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Accounting, Business Management, Finance or a related field with course work equivalent to a major concentration in accounting and 3-5 years of progressively responsible professional accounting experience or an equivalent combination of education and experience, including 1-2 years of supervisory experience. Knowledge of human services accounting principles and practices preferred.

**ADDITIONAL REQUIREMENTS** An acceptable general background check to include a local and state criminal history check and sex offender registry check. A valid driver's license with an acceptable driving record. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint. In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

#### PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

#### SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally. **ENVIRONMENTAL EXPOSURES** Essential functions are regularly performed without exposure to adverse environmental conditions