



DIRECTOR OF ACCOUNTING

110

DEPARTMENT: Financial and Management Services/Accounting

NATURE OF WORK:

Performs advanced professional and supervisory work planning, coordinating, and supervising the accounting division for James City County, James City Service Authority, and a variety of other fiscal agencies and authorities.

The work includes planning, organizing, assigning, supervising, and evaluating the work of professional staff. Responsible for the preparation of the County and Service Authority consolidated financial statements. Oversees preparation of payroll, accounts payable, accounts receivable, grants, general ledger, and fiscal agent financial reports. Work is performed under the limited supervision of Assistant Manager of Financial and Management Services.

ESSENTIAL FUNCTIONS OF THE JOB:

Directs and manages Accounting staff; directs the formulation and implementation of the division's policies, oversees the preparation of payroll, accounts payable, accounts receivable, grants and general ledger; reviews balance sheets for accuracy and completeness.

Plans, establishes and implements goals, objectives and implementation strategies of the Accounting division.

Recommends and implements accounting methods and policies to ensure conformity with generally accepted accounting principles; researches and implements changes in legislative and governmental pronouncements as it relates to governmental reporting.

Reviews management reports for accuracy and adherence to requirements and ensures deficiencies are corrected.

Oversees the preparation of a variety of financial reports submitted to fiscal agencies, including monthly management reports and annual financial statements.

Serves as liaison for various fiscal agencies. Works with state and local authorities to ensure fiscal responsibility.

Oversees the management of grants. Monitors financial compliance with applicable regulations. Reviews and approves grant reports and fund requests as financial officer.

Coordinates and prepares a variety of financial reports submitted to County and outside agencies including the Comprehensive Financial Report for the County and various component units.

Assists with County budget preparation and policy implementation; prepares budget analysis for management, as needed; assists departments with budget compliance and new budget requests.

Evaluates financial management software and related systems and reports; makes recommendations concerning improvements; performs complex analytical research; devises new systems as appropriate and initiates reports deemed appropriate for management use.

Provides technical assistance to other departments in the implementation of policy

Participates in the issuance of new debt, including review of financial documents and coordination with County's financial advisor. Maintains necessary records on County's debt to include proper recordation, accounting for interest payments, monitoring of timely payments of amounts owed, and other tasks as deemed necessary.

Recommends areas to be considered for internal audit, prepares audit programs and conducts audits.

Ensures information submitted publicly is accurate and complete.

Recommends and implements changes in internal control and operating systems.

Works with auditors, including the preparation of complex schedules, journal entries, account analysis, and other work as necessary.

Prepares State Auditor of Public Accounts Report.

Makes necessary presentations to departments and/or boards on accounting matters.

Coordinates annual audits; oversees the selection process for new auditors; prepares information for and assists independent auditors, as needed.

Conducts periodic reviews of the general ledger system and financial data generated by Accounting staff to ensure conformity and compliance with generally accepted accounting principles.

Responsible for preparation and implementation of division's budget; approves purchases and monitors expenditures.

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.

Supervises Accounting staff; selects and trains new employees; assigns work, sets priority tasks, conducts performance evaluations, and recommends disciplinary action when required.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the 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.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates telephone, computer keyboard, copy machine, and adding machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Through knowledge of governmental accounting principles, practices, methods and procedures.

Considerable knowledge of supervisory and general management practices.

Through knowledge of the concepts and details involved in developing, operating, monitoring, and modifying automated financial systems.

Considerable knowledge of the principles and practices of auditing.

Considerable knowledge of microcomputers and skill in their use including spreadsheet, word processing, and data base management.

Knowledge of the principles and practices of accounting, budgeting and fiscal analysis, as applied to municipal governments.

Ability to perform and oversee the use of analytical procedures and methods for identifying accounting deficiencies and problems.

Ability to plan, organize, manage and coordinate complex financial operations concurrently.

Ability to plan, organize, coordinate, evaluate, inform and motivate staff in a positive and effective manner.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with department heads, officials, and other employees.

Ability to gather and analyze data and to recommend and implement policy and procedural changes resulting from such analyses.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or related field; a Master's degree is preferred, considerable professional experience in accounting, preferably in local government, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer credential check.

Requires a post-offer criminal history and sex offender record check.

OTHER POSITION INFORMATION:

This is a supervisory position.

Date: October 2007

DirectorAcct110_032_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Director of Accounting Position Number: 110
Department: Financial and Management Services Division: Accounting

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: 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 “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓								✓
Sit				✓					✓
Walk	✓								✓
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

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 the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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