POSITION DESCRIPTION

Accounting Supervisor

COUNTY OF WASHINGTON VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

ACCOUNTING SUPERVISOR

General Description of Responsibilities:

Under the direction of the Accounting Manager, performs accounting and purchasing/procurement support services using bookkeeping principles and practices to monitor the set of accounts, and determine that laws, ordinances and regulations are followed in the purchase and payment of goods and services. Attention to detail and frequent contact with the public and County employees is required and good communication and interpersonal skills are needed. Must be able to assist the public and County employees with accuracy and professional poise. Work is performed with some degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to complex in nature.

Examples of Work:

1. Issue purchase order numbers to other departments and maintain the purchase order log. Review requisitions, obtain price quotes, place orders and prepare purchase orders. Maintain and update all procurement manuals and files.

2. Prepare for review Invitation For Bid (IFB) and Request For Proposal (RFP) documents. After approval by the Accounting Manager, place needed advertisements, distribute RFP or IFB to prospective vendors and monitors receipt of bids or proposals submitted.

3. Serve as a liaison between the County departments and vendors. Identify and correct problems with invoices and/or purchases.

4. Review payroll changes and approve payroll for processing for General Government, Library and Social Services.

5. Assist in preparing and submitting all payroll related reports and transmittals.

6. Maintain additions, deletions and modifications for County General Government Fixed Asset Accounts.

7. Review, approve and submit the monthly Compensation Board expenditure reimbursement reports for all County Constitutional Offices.

8. Prepares the billing of solid waste, and maintains related accounts receivables.

9. Assist the Accounting Manager during preparation of Proposed County Budget

10. Schedule all departmental activities and keep calendar for all meetings, employee leave and other important dates.

11. Maintain County Administrator's Petty Cash Account and reconcile monthly Bank Statement.

12. Receive money and prepare weekly deposits to County Treasurer's Office.

13. Perform other duties as required.

Qualifications:

Education and Experience:

Associate Degree from an accredited college with a degree in accounting or business administration. Four (4) years clerical experience including three (3) years significant experience in bookkeeping on a departmental level or higher. Graduation from high school, supplemented by courses in bookkeeping and/or accounting, with significant experience in bookkeeping, which may be substituted for the college requirement. Virginia Contract Officer Certification must be possessed or obtained within 2 years of hire date.

Knowledge, Skills, and Abilities:

Considerable knowledge of accounting, purchasing, and bookkeeping principles and practices. Working knowledge of Generally Accepted Accounting Principles (GAAP) applicable to local governments. Knowledge of public purchasing policies and procedures. Considerable knowledge of modern office equipment, practices and procedures. Ability to prepare and maintain accurate financial and accounting records and reports. Ability to communicate clearly, both orally and in written form. Skill in typing and using office equipment. Ability to work with the public. Ability to work independently. Ability to reliably report for work.

Employees Directly Supervised:

Accounting Assistant (as directed by Accounting Manager)
Personnel Assistant (as directed by Accounting Manager)

Pre-Employment Skills Testing Requirements:

Computer skills testing

Position Description First Approved and Adopted:		1996	
Latest Revision:		June 2006	
Position Class:	Supervisor	**Status:**	Permanent/full-time
FLSA Status	Non-Exempt	**Initial Starting Salary Range:** $25,000 - $28,500	