WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION



Position Description:

Job Title: Accounting Specialist

Department: Budget & Finance Department

Supervised by: Director of Budget & Finance

Revised Date: July 1, 2011

Title: Accounting Specialist

Department/Division: Budget & Finance Department/County Administration

Nature of Work:

Performs accounting, budgeting and general ledger support services. Performs
clerical and administrative work requiring execution of a variety of established
procedures primarily related to the processing and distribution of payroll and
accounts payable. Files and maintains all accounts payable records. Answers
the main telephone lines in the Budget and Finance Department.

Essential Duties:

- Accounts Payable Processing: Match accounts payable invoices against purchase orders and signed receiving statements. Verify and code for payment all utility bills, travel vouchers and other invoices not requiring a purchase order. Process accounts payable checks for both the County General Government and the County Library operations.
- <u>Payroll Processing</u>: Data entry of payroll changes for all Administrative Division, Constitutional Offices and General Registrar employees. Process payroll checks and direct deposits for all General Government, County Library and Department of Social Services. Transmits direct deposit files to bank for ACH distribution.
- <u>Grant Monitoring</u>: Monitors all General Government Grant program activity to ensure timely filing of reimbursement requests and financial reports.
- <u>Attendance</u>: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Budget and Finance Department.
- Solid Waste Billing: Assists with the billing of Solid Waste disposal fees by posting collections of accounts receivables and preparation of the weekly deposits submitted to the Treasurer's Office.
- <u>General Government Fixed Assets</u>: Maintains the County's General Government Fixed Assets by entering all new additions and deletions.

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- Reconciles total fixed assets cost, current depreciation and accumulated depreciation for auditors.
- Bank Reconciliations: Assists the Treasurer's Office with the monthly bank reconciliation of the County's consolidated account by supplying an accurate listing of outstanding checks.
- <u>County Operating Budget</u>: Assists in the preparation of the Annual County Operating Budget by preparing pro forma budget documents.
- Expenditure Reports & Supplemental Appropriations: Distributes Monthly Expenditure Update Reports to all County Departments and Agencies. Maintains the listings of Supplemental Appropriations and Reserve for Contingencies added to the County Budget.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Considerable knowledge of Accounting; Purchasing; strong math skills and Bookkeeping principles and practices.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) applicable to local governments.
- Ability to prepare and maintain accurate financial records and reports.
 Considerable knowledge of office equipment, practices and procedures.
- Proficiency with data processing and database including: Microsoft Word; Excel;
 Power Point and Outlook.
- Graduation from an accredited college or university with a BA or BS degree in Accounting or Business Administration is strongly preferred. An Associate degree from an accredited college with a concentration in Accounting or Business Administration with 2 years experience in Accounting, Purchasing or Bookkeeping may be substituted for the college requirement.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

 Mental Abilities: Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.

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- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- Reading/Ability to Read and Understand Text: Must have ability to read and understand text.
- Numerical: Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- Standing, Sitting and Walking: Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- Reaching, Handling, Fingering and or Feeling: Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

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. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.