



OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

Chief Accountant - Payroll

Department of Finance

Exempt, Pay Grade 19

The **Chief Accountant** performs complex municipal accounting and reporting work in accordance with Generally Accepted Accounting Principles (GAAP). Supervises either the Payroll Division, the Accounting Division, or the Treasury and Debt Management Division and maintains the related system. Exercises considerable judgment relating to the respective area. Essential functions include, and are not limited to the following:

- Plans, designs, and implements a system of accounts and procedures in accordance with Generally Accepted Accounting Procedures and the State Auditor of Public Accounts;
- Coordinates the input and output of the accounting system including all required reports;
- Trains employees of the Division;
- Oversees successful management of cash and investments; reconciliation of bank transactions; coordination of deposits, ACH, wires and lockbox transactions; monitoring checks issued and other expenditures; management of LGIP and SNAP accounts (investments and withdrawals); forecasting cash flow needs;
- Responsible for Purchase Card accounting and reconciliation;
- Establishes and maintains the implementation of sound internal controls per fiscal policies and procedures, ensuring fiscal records are reconciled monthly and coordinating with internal/external auditors;
- Responsible for directing and assisting in the preparation of regular and special financial reports, including monthly financial reports, the Comprehensive Annual Financial Report (CAFR), the A-133 Single Audit Report and the Author of Public Accounts Comparative Cost Report;
- Serves as an internal auditor when required by the Director or the County Executive;
- Oversees all year-end adjustments and closings in preparation of the year-end audit;
- Manages the preparation of the annual financial report;
- Reconciles state and federal monies;
- Provides assistance to all County Departments in matters pertaining to finance and accounting;
- Supervises and evaluates staff, including selection recommendations, training, assigning work and analyzing performance management critiques, counseling and maintaining personnel records and forms;
- Performs other services as assigned.

QUALIFICATIONS: Requires graduation from an accredited college or university with a bachelor's degree in Finance, Accounting or related field and a minimum of five years direct work experience in progressively responsible public sector finance and/or accounting, or an equivalent combination of education and experience. Prefer extensive experience preparing GAAP financial statements and a comprehensive knowledge of GASB standards/governmental accounting. A master's degree in Accounting, Business, Finance, Public Administration, or in related field and/or CPA/CPFO experience is preferred.

Ideal candidate has extensive experience with leading and directing a large, complex payroll operation; skilled in the collection, calculation, and validation of payroll data; proficient in reviewing and approving payroll calculations of employees' federal, state income and social security taxes; knowledgeable in the preparation weekly, monthly, quarterly and year-end payroll reports; strong analytic and communication skills.

Comprehensive knowledge of principles of municipal accounting systems of accounts and encumbrances; thorough knowledge of the procedures for financial control and accounting under the requirements of the State Auditor of Public Accounts; knowledge of the general procedures within a municipal payroll system; ability to analyze and solve complex accounting problems; ability to follow and implement the accepted principles of the municipal accounting profession; ability to work as part of a professional team and to interact with other County employees when dealing with technical matters; ability to take direction and to offer technical advice in the field of accounting; ability to express ideas clearly and concisely, orally and in writing, ability to plan, organize and review the work of subordinates.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines. Regular and frequent contacts made with all organization levels (internally and externally) for the purpose of achieving organization goals and missions, requiring interpretation of policy and possibly committing the organization to a future course of action. Communication may: (a) not be

EQUAL EMPLOYMENT OPPORTUNITY

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cooperative, but requires tact and discretion; (b) may cover confidential, sensitive, or controversial material; and (c) reflect a need to motivate, persuade, or influence individuals or groups.

SALARY: Hiring Range: \$59,664 - \$71,525/annual equivalent based on experience, education and internal equity.
Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.

DEADLINE FOR APPLICATIONS: Until Filled

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