

Madison County, Virginia
Application Instructions
October 22, 2020

Accounting Manager

Madison County, Virginia is accepting applications for a full-time Accounting Manager. Information on Madison County, the position and the required application process can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until the position is filled with review of applications anticipated to begin on November 20, 2020. EOE

Following is supplementary information on this position and application instructions for all interested individuals.

The position will serve as a general accountant in the Madison County Finance and IT Department office and involves technical and complex professional and administrative work performing administrative and financial functions, including

- maintaining the County's general ledger, records and files, and verifying accounts for accuracy;
- preparing, processing and managing accounts payable;
- providing up-to-date reports to management, Finance Director and department heads on spending, budgets and vendors; and
- related work as apparent or assigned.

This employment opportunity is a full-time position that is eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. The pay rate will depend upon the qualifications of the individual selected but is expected to be between \$50,000 and \$70,00 per year.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Accounting Manager; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272 or to jfrye@madisonco.virginia.gov. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applicants should clearly articulate the specific certification credentials they currently possess in the application package. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a background investigation.

Accounting Manager

Dept: Finance

FLSA Status: Exempt

General Definition of Work

Performs technical and complex professional and administrative work performing administrative and financial functions. Oversees accounts payable and some procurement support functions and direct responsibility for maintaining a multi-fund general ledger in compliance with all rules and regulations. Serves as Finance Director during absences. Work is performed under the general direction of the Assistant County Administrator/Director of Finance.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages accounts payable function including vendor invoice processing, and travel and expense reporting; supervises accounts payable clerk; responsible for maintenance of accurate and up-to-date vendor master files.

Maintains County's purchase order system in compliance with County's policies; assists County department heads with procurement and supply chain management as necessary.

Maintains a multi-fund general ledger and associated records and files in compliance with all rules and regulations and verifies accounts for accuracy.

Monitors the County budget and provides up-to-date reports to management, the Finance Director and department heads on spending relative to approved budget, appropriations and vendors.

Retains and organizes contract and other significant County agreements in electronic format; develops extracts of key terms when needed.

Facilitates and ensures reporting of annual 1096 and 1099 form filings to the IRS by due date.

Reviews semimonthly payroll and prepares quarterly reconciliation of 941 to general ledger; serves as backup to Payroll Specialist.

Assists with year-end close process and preparation of CAFR, including generating and recording journal entries, producing audit schedules and account reconciliations, and other analysis, as necessary.

Maintains County capital asset records for CAFR and insurance purposes; coordinates periodic physical inventories. Responsible for administering County's fleet records.

Records all necessary budget entries on the general ledger to accurately reflect appropriations approved by the Board of Supervisors; maintains supporting records for all budgetary activity recorded.

Assists with the development, production and distribution of the Annual Budget.

Recommends, develops and/or maintains solutions to business and financial problems.

Knowledge, Skills and Abilities

Thorough knowledge of accrual accounting rules and internal control concepts; commitment to continued professional development; skill in oral and written communication; demonstrated problem solving and analytical skills; ability to work with and coordinate between multiple County departments; ability to train and develop other staff members; strong Excel skills, including the ability to develop and design reports and templates, and to work with large volume of downloaded data; proficiency with organizing and maintaining electronic files; at least moderate skill level in Adobe and Word.

Education and Experience

Bachelor's Degree in Public or Business Administration, Accounting or Finance, with a minimum of 3-5 years of experience and a track record of progressive responsibilities; previous experience in handling all aspects of accounts payable, and with supervision of clerical staff; hands on experience with general ledger software of at least moderate complexity; experience with multiple entity reporting a plus. Local government experience preferred, but not required.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of spoken work;

hearing is required to perceive information at normal spoke levels. Work requires preparing and analyzing written or computer data and observing general surroundings and activities. Work has no exposure to environmental conditions and generally occurs in a quiet location.

Special Requirements

Valid driver's license in the Commonwealth of Virginia
Successful completion of criminal background check.

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