

Accountant IV – Tax Revenue***The Department of Budget & Finance***

Full-Time

Non-Exempt, Pay Grade 16

VRS-Eligible, Benefits-Eligible

Accountant IV

Performs complex professional accounting work in the review, maintenance and preparation of accounting and financial records. Plans, directs, and supervises the operational activities of the accounting staff. Work is performed under limited supervision and with a high degree of independence.

ESSENTIAL FUNCTIONS:

- Performs complex daily, monthly, quarterly and annual reconciliations of revenue payment transactions receipted through the County's cashiering system by review, test, research, investigate and analyze the transactions from various payment sources including online, kiosk, lockbox, mail-in, walk-in, drop-box, collection agencies, other departments, partner agencies, local courts, state agencies and vendor services to ensure that the financial and tax systems reflect the correct transactions, and submits reports as prescribed to various federal, state, local and other agencies.
- Participates in the research of state and local tax laws, financial and administrative policies and procedures and public records including court documents to resolve complex taxpayer inquiries related to local tax records.
- Assists in the maintenance of the tax cashiering and billing systems and provides recommendations for system and reporting modification for internal control, record accuracy and process improvement.
- Leads, tracks, prepares and provides required tax accounting reports and documentations to external auditors in fiscal year-end financial and state audits.
- Performs journal entry requests for adjustment to financial and administrative transactions during operation and performs year-end tax revenue accruals.
- Participates in payment process.

OTHER ESSENTIAL FUNCTIONS:

- Manages the preparation, analysis, review, and assignment of accounting transactions required for monthly, quarterly, and annual financial reports;
- Reviews, approves, and reports on the reconciliations of the cash, bank, investment, annuity, retirement, tax, P-card, and miscellaneous accounts of the County on daily, monthly, quarterly, and yearly basis as required; submits reports, as prescribes, to various federal, state, local, and other agencies;
- Assists in supervising the maintenance of the accounting systems, including the creation and execution of complex macros and other processes designed to manage mass change efficiently, and provides recommendations for assigned areas of responsibility;
- Provides technical support to external auditors and prepares required reports;
- Reviews current accounting procedures and recommends needed/continuous process improvements;
- Researches and provides financial data on request, works as a liaison to other agencies/departments to provide information and resolve accounting issues;

- Manages the training and provides assistance to external clients/users of the financial systems;
- Manages the internal service funds accounting, including accounting for and distributing charges to user departments;
- Reviews and approves electronic fund transfers or serves as back up approver for transfers;
- Schedules and coordinates monthly financial transaction processing and periodic financial reporting;
- Performs internal auditing as needed or requested
- Leads, trains, and assists Accountants, providing supervision of staff as necessary;
- Performs other related tasks as required.

EDUCATION AND EXPERIENCE:

Bachelor's Degree and a minimum of 4 years of accounting experience involving the maintenance of complex accounting, financial, or statistical records required; alternate combinations of education and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of generally accepted accounting principles, governmental accounting standards, banking, and financial reporting. Knowledge of the laws, ordinances and regulations governing municipal financial matters, including Virginia Auditor of Public Accounts standards is required. Thorough knowledge of and proficient use of MS Office Suite, including Excel. Ability to prepare complex financial reports and accounting records. Ability to establish and maintain effective working relationships with others; ability to effectively communicate technical concepts and ideas effectively, both orally and in writing.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Regular contacts made with individuals from: (a) other internal organizations units; or (b) outside organizations; or (c) frequent contact with the general public for purposes of exchanging factual information which may require some judgement or interpretation in order to be responsive to questions or applicable to a specific situation. Communication is usually cooperative in nature, with infrequent conflicts resolved by higher authority. 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.

THE SALARY RANGE

The hiring range for this position is \$29.08 - \$36.99 per hour (approx. \$60,496 - \$76,959 per year). Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, \$P-60.*

DEADLINE FOR APPLICATIONS: Position open until Tuesday, November 29, 2022.

PROCESS: For consideration, please submit a resume and cover letter when applying for this role.

Virginia Values Veterans

Albemarle County is a V3 certified organization.

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.