

Accounting Manager – Sussex County, Virginia

FLSA Status: Exempt

Position Type: Full-time

Department: Finance

Reports To: Director of Finance

General Definition of Work

The Accounting Manager performs mid-level professional and administrative financial work in support of the County's Finance Department. The position assists the Director of Finance with accounting functions, financial reporting, budget support, and daily fiscal operations. Work includes preparing and maintaining financial records, supervising payroll and accounts payable staff, maintaining internal financial controls and policies, and conducting human resource functions.

Qualification Requirements

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required and three (3) years of increasingly responsible experience in governmental or fund accounting; supervisory experience preferred.
- Associate degree with significant relevant experience may be considered.
- Human resources experience preferred. If experience is limited, training will be provided.
- CPA, CPFO, or CGFM is helpful but not required.

Key Responsibilities

Accounting & Financial Operations

- Assists with maintaining the general ledger and preparing routine financial reports.
- Performs account reconciliations, journal entries, and financial data reviews.
- Supports cash management activities, including monitoring receipts and disbursements.
- Assists with preparation of year-end schedules and documentation for the annual audit.

Budget Support

- Assists the Director of Finance with compiling departmental budget requests.
- Performs data entry, tracking, and monitoring of budget amendments and expenditures.
- Prepares routine budget analyses and reports for internal stakeholders.

Payroll and Accounts Payable

- Supervises day-to-day activities of accounting staff involved in payroll and accounts payable.
- Reviews payroll and vendor payments for accuracy and compliance with established procedures.

Human Resources

- Assist in development and implementation of HR policies and procedures.
- Support recruitment processes including job postings, screening, and interview coordination.
- Ensure compliance with labor laws and employment standards.

Grant & Program Assistance

- Helps maintain financial files for grant-funded programs.

- Tracks expenditure documentation and assists with required reports under the direction of the Director of Finance.

Policy, Compliance, & Internal Controls

- Ensures accounting practices follow County procedures and accepted government accounting standards.
- Assists in developing and maintaining financial forms, checklists, and workflow processes.
- Supports the Director of Finance in meeting state reporting requirements.

Collaboration & Customer Service

- Provides guidance to departmental staff regarding financial procedures.
- Responds to routine inquiries from departments, vendors, and the public.
- Provides support to the Director of Finance during Board of Supervisors meetings when needed (rare evening work).

Knowledge, Skills, and Abilities

- Working knowledge of governmental accounting principles (GAAP).
- Knowledge of budget monitoring, payroll functions, and accounts payable processing.
- Skill in preparing accurate financial reports and maintaining detailed records.
- Proficiency with BAI accounting software and Microsoft Excel.
- Strong analytical, organizational, and communication skills.
- Ability to supervise staff and work as part of a team under direction.

Physical Requirements

- Work is performed primarily in an office environment with standard hours.
- Occasional evening or extended hours may be required during budget season or audit preparation.

Compensation and Benefits

Compensation for the Accounting Manager is dependent on qualifications and experience with an annual starting range of \$75,000 - \$90,000. The successful candidate will be provided with a generous benefits package including participation in the Virginia Retirement System (VRS), full health insurance coverage for employee with HRA plan, paid time off, professional development support, and other benefits provided to all County employees.

Application Process

To be considered, qualified candidates are encouraged to submit a cover letter, resume, and professional references, along with a Sussex County employment application to Jaime Poole, Interim Finance Director via email at jpoole@sussexcountyva.gov. This position is open until filled. A review of applications will begin on March 16, 2026. Inquiries related to the position should be directed to: Jaime Poole, Sussex County Interim Finance Director
Email: jpoole@sussexcountyva.gov Office: 434-246-1006