

Madison County, Virginia
Application Instructions for Accounting Specialist

Madison County is accepting applications for the position of Full-time Accounting Specialist. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until position is filled. EOE

Following is supplementary information on the position and application instructions for all interested individuals:

Full-time employees are 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 website. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$58,925.00 - \$89,292.00/yr. range.

Applicants are to complete a Madison County employment application form and return it to Human Resources Manager, Tillie Strothers, P.O. Box 705; Madison, VA 22727 or to tstrothers@madisonco.virginia.gov or apply online. 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. 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 applications must be able to pass a drug screening and criminal background investigation.

Accounting Specialist

Dept: Finance

FLSA Status: Non-Exempt, G18

General Definition of Work

Performs intermediate professional accounting work associated with general ledger maintenance and related financial activities. Work is performed under the supervision of the Finance Director.

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

Performs a variety of general accounting functions in the County's Tyler Munis financial ERP system including the following:

- Maintains and monitors general ledger accounts.
- Performs the month-end close process including fund reconciliation activities related to the Schools and DSS/CSA, ensuring all transactions are posted, posting journal entries, and uploading budget reports for all County departments in Smartsheet.
- Reviews and approves accounts payable weekly batches and cash disbursement reports to ensure dual controls are being met within the department.
- Reviews and monitors the YTD budget reports for compliance with County budget guidelines and works with department heads and constitutional officers on any budget discrepancies or potential shortfalls.
- Performs the year-end close and new fiscal year open processes in the ERP system.
- Creates, imports, and posts the annual budget projections in the ERP system.
- Posts budget transfers and amendments after supplemental appropriations are approved.
- Performs monthly general billing activities for the transfer station and other miscellaneous billing items and sends the monthly bills/statements to the Treasurer's office.
- Maintains and reconciles the County's fixed assets in the Capital Assets module.
- Creates requisition requests and purchase orders in compliance with the County's purchasing policies.
- Reconciles and posts daily 'payments journal' batches related to the Building Department.
- Processes vendor 1099's and 1096 reports annually.

Leads the County's procurement process including assisting department heads with entering procurement requests in Smartsheet, leading the weekly procurement meeting, drafting and posting invitation for bid (IFBs) requests for proposal (RFPs), obtaining and reviewing quotes received back from vendors/suppliers, and comparing and summarizing quotes for management or the Board of Supervisors.

Maintains the County vehicle fleet and driver records and coordinates the issuance of fuel PINS in the Mansfield online portal.

Maintains the County's general ledger accounts in the online Bank of America Works credit card portal and the Amazon business online portal.

Assists the Finance Director during the annual audit process.

Assists the Finance Director with the development, production, and distribution of the annual budget.

Assists the Finance Director with grant activities including filing claims and required grant reporting.

Assists the Finance Director with policy development and process documentation and implementation.

Prepares supplemental appropriations for Board approval.

Retains (electronically) all accounting and procurement documents including, IFBs, RFPs, proposals, quotes, contracts, service agreements, requisitions, purchase orders, receiving slips, and certificates of insurance in a systematic and organized fashion.

Provides backup duties in the areas of Accounts Payable and Payroll/Benefits Administration as needed.

Knowledge, Skills and Abilities

Thorough knowledge of the practices, procedures, and guidelines pertaining to general/governmental accounting, including those pertaining to general ledger, account analysis, budget administration, grant administration, and financial reporting. Ability to use independent judgment and work with little direct supervision as situations warrant. Ability to effectively communicate and interact with supervisors, members of the general public, and all other groups

involved in the activities of the department. Ability to read, understand, and interpret financial reports and related materials. Mathematical ability to handle required calculations. Ability to supervise and lead employees in the department. Proficiency using Adobe and Office 365 (Outlook, Word, One Drive, PowerPoint, and Excel) is required. Experience using Smartsheet and Tyler Munis Financials ERP preferred.

Education and Experience

Bachelor's Degree in Business Administration, Accounting or Finance, with a minimum of 4 years of experience in an accounting role and a track record of progressive responsibilities; hands on experience with general ledger software of at least moderate complexity. 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.

Approved: March 30, 2026