



COUNTY OF YORK JOB DESCRIPTION
Accountant
Fiscal Accounting Services
Financial & Management Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs professional accounting work within Fiscal Accounting Services; performs monthly and quarterly reconciliations and billings, and assists with monthly and year-end closing activities. Work is performed under general supervision of the Chief of Fiscal Accounting Services.

ESSENTIAL JOB FUNCTIONS

Performs monthly cash, surety and tax receivables reconciliations with the Treasurer and monthly reconciliations of surety liability accounts in the general ledger. Performs monthly general ledger closing and assists with and serves as back-up to the Chief of Fiscal Accounting Services for year-end general ledger closing activities.

Performs analysis of surcharges on building permits; .

Assists the Treasurer's office in identifying and posting receipts to proper general ledger codes.

Reconciles health and dental insurance activity statements ensuring the County receives proper credit for payments made.

Reconciles e-surplus sales; calculates sales tax due and amounts to transfer to the Schools.

Calculates billing to City of Poquoson for shared court and court services costs; calculates non-personnel billing to Schools for Video Services.

Monitors streetlight receipts and follows up on installation. Assists General Services in maintaining streetlight inventory.

Performs or assists with internal audit reviews as directed by the Chief of Fiscal Accounting Services and the Accounts Payable/Accounts Receivable Supervisor; performs annual County petty cash audits; reports results and recommendations to management; assists with developing and maintaining standard operating manuals for the division, and internal accounting procedures following generally accepted accounting principles.

Computes and prepares data for journal entries, including charge-outs for Imaging, AS400 usage and USDA/Head Start adult meals; monitors general ledger and payment documentation for posting errors and prepares correcting entries as required.

Assists with year-end compensated absences reporting by updating year-end leave tables.

Prepares pay period, pay date, and holiday schedules for reporting on the payroll web site; updates payroll web site as needed.

Reconciles monthly health insurance bill; notifies treasurer's office of COBRA and retiree participants whose payments are made by electronic funds transfer.

Monitors and reconciles Medic Transport Fee Recovery billings and receipts; performs various other general ledger reconciliations, including retainage and deputy grant and extra duty billings.

ADDITIONAL JOB FUNCTIONS

Maintains the document storage inventory for Fiscal Accounting Services and Budget and Financial Reporting at an offsite storage facility; monitors retention requirements and schedules documents for destruction as required; facilitates removal of documents from the office area to the offsite storage facility.

Maintains a variety of records and reports and performs other related work as required and assigned by the Chief of Fiscal Accounting Services.

Assists Disaster Recovery team in filing for FEMA and State reimbursements and providing training to outside departments/agencies.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of personal computers, including Microsoft Access, Word and Excel software, and the ability to use with reasonable speed and accuracy.

General knowledge of generally accepted accounting principles and governmental accounting standards.

General knowledge of governmental accounting, auditing and financial reporting.

Ability to gather, analyze and present data.

Effective written and oral communication skills.

EDUCATION AND EXPERIENCE

A bachelor's degree in accounting, business administration, or related field, and some (6 months-1 year) of experience in general accounting, preferably governmental accounting, or any equivalent combination of education and experience with provides the entry knowledge, skills and abilities.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, calculators, fax, scanner, typewriters, copiers, etc. Sedentary work

involves sitting most of the time, but involves walking or standing for periods of time. Work involves some lifting of boxes of paper, reports, and files, usually no more than 5 -10 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking to people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read and prepare a variety of informational documents, worksheets, summaries and related departmental records and reports.

Intelligence: Requires the ability learn and understand relatively complex principles and techniques; to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine decimals and percentages; use basic systems of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate to high levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____