



COUNTY OF YORK JOB DESCRIPTION
Chief of Fiscal Accounting Services
Fiscal Accounting Services
Finance

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

GENERAL STATEMENT OF JOB

Responsible and accountable for the administration and supervision of the Fiscal and Accounting Services Division. Manages and supervises staff of supervisory, fiscal, and administrative support personnel; directs and provides guidance with questions and problems; ensures staff has necessary resources to do their jobs effectively. Provides feedback on performance. Personally performs professional accounting work and oversees accounts payable, accounts receivable, payroll, utility billing, mail delivery, and risk management. Oversees the management of grants. Performs administrative work to include budget preparation and coordination of the on-line time-keeping system. Work is performed under general supervision of the Director of Finance.

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs all operations of the Fiscal Accounting Services division; directs and participates in the formulation and implementation of the division's policies; oversees the preparation of payroll, accounts payable, accounts receivable, mail delivery, risk management, and utility billings.

Supervises, assigns, and directs the work of the division's personnel, offering guidance or suggestions for accomplishing tasks or improving performance; prepares performance evaluations; selects persons for vacancies; resolves conflicts as needed, finds solutions for staffing problems, and makes sure staff has the resources to do their jobs.

Supervises the maintenance, control, and analysis of the fiscal operations of the County government; maintains adequate accounting records to document compliance with local, State and federal laws and ordinances; prepares special and routine reports,

Oversees and manages grants; supervises employee providing support in this area; files for grants; monitors financial compliance; files required reports as needed; coordinates and reviews grant materials for Board of Supervisor meetings and public hearings as required.

Prepares materials for Board of Supervisor meetings and public hearings as required.

Personally performs complex, professional accounting work to include preparing, reviewing, and approving journal entries, reviewing payroll budget projections, and coordinating and reviewing the division's year-end work in preparation for audit.

Works closely with human resources and upper management to interpret existing policies and to recommend new policies; develops internal procedures for dealing with new issues as they arise. Responsible for a variety of special projects such as filing for FEMA and state reimbursements for natural disasters

Prepares and implements the division's budget, to include the utility billing budget, the workers compensation budget, and the liability insurance budgets; prepares requests for new personnel and programs; approves division's purchases and monitors expenditures.

Monitors monthly activity for the medical and dental plans; monitors workers compensation spending and reserves, as well as health insurance reserves; oversees liability insurance claims and risk management claims.

ADDITIONAL JOB FUNCTIONS

Monitors various payments; provides information to departments and other parties.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of governmental accounting, auditing, and financial reporting, including GAAP (Generally Accepted Accounting Principles) and GAS (Government Accounting Standards).

Comprehensive knowledge of modern management principles and practices.

Thorough knowledge of personal computers, including Microsoft Office software.

Effective oral and written communication skills.

Ability to use personal and peripheral computers with reasonable speed and accuracy.

Ability to plan for and implement a number of projects simultaneously.

Ability to establish and maintain effective working relationships and work as a team member.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or a related field, and 5 to 7 years of experience in governmental or non-profit accounting work, including 3 years in a supervisory position. Master's degree is preferred. Certification as a Certified Public Accountant is preferred.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which include computers, calculators, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

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 and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to others.

Language Ability: Requires the ability to read a and prepare a variety of informational documents, budget summaries, annual audits, budget worksheets, minutes, and related departmental records and reports. Must be able to speak before an audience with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

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; to determine percentages and decimals; to utilize basic systems of algebra; and to utilize statistical theories and inference.

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: _____