

Mathews County, Virginia

Position Description

Job title	Accounting Analyst
Reports to	County Administrator
Department	County Administration

Job Purpose

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable and general ledger. Performs complex accounting and audit work under GASB guidelines.

Duties and Responsibilities

Processes claims and vouchers for payment. Verifies all claims against current budget Responsible for maintenance of all vendor records and the implementation and maintenance of vendor ACH records.

Reconciles monthly U. S. Bank statements prior to processing.

Assists with general ledger entries to include, journal entries, corrections to postings, void checks, and expenditure refunds.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Prepares all routine billing and posts related collections. Coordinates efforts with affected departments and the Treasurer.

Assists with financial reporting duties related to compliance with various entity-managed federal or State grants. Creates and maintains budget spreadsheets; prepares reimbursement requests and secures grant disbursements as needed to assure availability of funds. Assists with monitoring secured Federal and State grant projects for compliance with grant specifications and conditions; assures compliance with Procurement Code. Coordinates grant management efforts with affected departments and outside agencies, as necessary. Verifies that vendor performance meets quality standards and expectations prior to processing invoices for payment.

Assists with the creation of financial forms for grants necessary for the day-to-day accounting of program expenditures; reviews utilization of funds to assure conformity to grant budget and authorized expenditure areas; Maintains project information as needed to verify and validate draws against grants; maintains various grant files and documentation in anticipation of audit.

May attends various administrative meetings and may make presentations or participate in public discussion needed to communicate intent, purpose and opportunity related to grants and other funding opportunities; assists in the delivery of presentations; prepares and delivers status reports on funding reservoirs and project disposition.

Assists with preparation, and distribution, of the annual County budget.

Prepares periodic financial, statistical or operational reports as assigned. Distributes monthly financial statements to various departments; prepares monthly financial reports for the Board of Supervisors.

Assists in the recording and maintenance of all fixed asset records to include additions and disposals to the depreciation system as needed.

Disburses County funds upon approval from County Administrator and/or the Board of Supervisors.

Responsible for reconciling and producing 1099's each calendar year.

Responsible for managing the County's cellular telephone account. Place orders for new service/equipment, changes in service, canceling service and reconcile monthly billings.

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Assists with Procurement for assigned area.

Accumulates, calculates, posts, balances, and reconciles data for specific accounts, checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures. Audits all claims received for accuracy.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness for both internal and external communications.

Compares expenditures with budget appropriations. Assist in the preparation of reports, which serve as a basis for budget requests.

Works with external accountants/auditors in reconciling beginning fund balances to audited financial statements and adjusting same; Recording reversing entries for prior year accruals and record adjusting entries for current year accruals as needed.

Record and maintain all fixed asset records to include additions and disposals to the depreciation system as needed. Prepare documentation of all procedures performed to be maintained for use by auditors

Peripheral Duties:

Serves as back-up to Office Manager/Deputy Clerk when necessary.

Serves as back-up to payroll clerk/human resources analyst

Works closely with the County Administrator and Treasurer in all accounting related activity for the County. Coordinates with County Administrator and auditors in year-end financial close.

Maintains filing of all documentation on a regular and routine basis. Maintains electronic filing system and adheres to the Library of Virginia guidelines for records retention and destruction in assigned area.

Performs other duties as assigned. May provide project or team leadership, as necessary.

Member of the Virginia Government Finance Officers Association and ability to complete the VGFOA Certification program within five (5) years of employment.

Ability to become a Virginia State Certified Procurement Officer.

Serves as Notary Public.

Attends conferences and meetings to keep abreast of current trends in all assigned areas of responsibilities.

Qualifications

Education and Experience:

- (A) Graduation from college with a bachelor's degree in business administration, public administration, accounting, finance or related field; and
- (B) Four (4) years of increasingly responsible related experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.
- (D) The way we treat our residents, members of the Board of Supervisors, and our coworkers is very important. Experience in Customer Service and dealing with the public is a plus.

Special Requirements:

Must be bondable.

Valid Virginia Driver's License

Physical requirements

There are many deadlines relating to financial reporting that often create a stressful environment as does preparing for in-depth audits multiple times a year.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Working conditions

There are many deadlines relating to financial reporting that often create a stressful environment as does preparing for in-dept audits multiple times a year.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Approved by:	
Date approved:	<i>June 2022</i>
Reviewed:	