



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Accountant (CD)
(22000)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Multiple Departments

Revision Date: August 2009

General Description: This is a professional position, which also may be supervisory. The incumbent performs difficult tasks related to managing a department's accounting functions or particular countywide accounting functions.

Organization: The Accountant position is part of Hanover County's Career Development Program (CD). The Accountant Ladder has five (5) levels, ranging from Accountant I to Accountant-Senior. Incumbents normally report to a Department Head or designee and may supervise financial administrative support staff such as Account Clerks. The Accountant also may serve as lead worker to lower level Accountants.

Essential Functions:

- If applicable, supervises employees performing related human resource functions and completing necessary paperwork.
- Monitors and directs day-to-day activities for bank accounts, accounts receivable, payroll and accounts payable.
- Prepares and analyzes accounting financial reports.
- Oversees the entry and/or reconciliation of numerical and/or financial data and the recording of funds to the General Ledger.
- Reviews financial and system reports for accuracy.
- Coordinates, researches and resolves financial discrepancies.
- Drafts financial documents, such as budgets and/or State reports.
- Participates in audits as needed.
- Assists with inquiries relating to receipts and disbursements.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills and Abilities: Knowledge of accounting procedures and automated systems, required. Must be computer literate. Proficiency in Microsoft Office computer programs, preferred. Excellent mathematical skills, ability to analyze numerical data and maintain general ledger, required. Effective written and oral communication skills, required. Must know how to organize and prioritize work and meet deadlines with minimal supervision. Must be able to establish and maintain successful working relationships with staff, government officials and the general public.

Education, Experience and Training: Bachelor's degree required (preferably in Accounting) with related experience preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Work beyond normal work schedule