



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Accounting Supervisor
(22001)

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

Multiple Departments

Revision Date: January 2008

General Description: This is a professional, supervisory position. The incumbent performs difficult tasks to manage all elements of the payroll operation and disbursement operation.

Organization: The Accounting Supervisor reports to the Accounting Division Director and supervises the Payroll Technicians.

Essential Functions: *duties may vary depending on area of assignment*

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Manages payroll function, including payment and filing of payroll taxes, VRS reporting, filing of quarterly and annual reports/returns and issuance of W-2's.
- Manages disbursements function, including invoice entry, payment and reconciliation.
- Responsible for budget formulation, monthly review and forecast of Compensation Board revenue.
- Assists in the forecasting of revenues and manages the reconciliation of miscellaneous revenues, receivables and trust accounts.
- Provides assistance in the audit procedure, primarily with cash, taxes, payroll, and accounts payable.
- Reconciliation and payment of sales tax to the State.
- Manages self-insurance fund for health coverage for all county and school board employees, including budget formulation and forecasting.
- Provides training and guidance on county financial policies, regulations, and procedures.
- Researches and resolves discrepancies between the general ledger and bank.
- Supervises the reconciliation of State Tax collections and account receivable records to State reports monthly.
- Responsible for opening and closing of escrow bank accounts.
- Handles Departmental inquiries relating to receipts and disbursements.
- Handles customer inquiries on State tax account balances.
- 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. Extensive computer skills with emphasis in Excel, Word, and PowerPoint, required. Ability to plan and manage projects independently, required. Must be able to establish and maintain successful relationships with staff, customers, and citizens. Excellent written and oral communication skills, required.

Education, Experience and Training: Bachelor's degree required (concentration in business, accounting or public administration preferred) with at least three (3) years of progressively responsible experience in related field, including supervisory experience. Experience in payroll and accounts payable desired – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal record check, including fingerprinting.
- Work beyond normal work schedule.
- Twelve-month probationary period