



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Accounting Division Director  
(28085)

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

*Department of Finance & Management Services*  
(03)

**Revision Date:** February 2011

**General Description:** This is an executive level professional position. The incumbent performs complex administrative tasks and is responsible for the daily local government financial administration of the County.

**Organization:** The Accounting Division Director reports to the Director of Finance & Management Services and supervises one Accountant and one Accounting Supervisor. The incumbent has indirect supervisory responsibility for technical and clerical staff.

### **Essential Functions:**

- Assists the Director of Finance & Management Services to develop and maintain financial policies and to formulate long-term financial and capital plans.
- Oversees the County's central financial records and related system of internal controls, accounts payable, payroll process, preparation of the Comprehensive Annual Financial Report, and other financial reports.
- Coordinates financial management issues and resolution with County departments.
- Prepares presentations regarding bond ratings, financial documents, procedures, budget, economic trends, etc.
- Generates reports with proper analytical support, including quarterly financial projections.
- Represents the department in management meetings.
- Advises the County Administrator, members of the Board of Supervisors, County departments, and department staff as needed.

### **Working Conditions:**

- A. Hazards
  - None known
- B. Environment
  - Office
- C. Physical Effort
  - Minimal
- D. Exempt
  - No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Knowledge of governmental accounting and financial controls, required. Must have good professional and administrative judgment combined with excellent communications skills, both oral and written. Must be able to work independently. Must know how to establish and maintain successful working relationships with department heads, County staff, government officials, and the public. Must be computer literate.

**Education, Experience and Training:** Bachelor's degree in accounting, business administration, finance, public administration or related field required (concentration in Accounting preferred) with at least five (5) years of progressively responsible experience, including supervision; CPA (Certified Public Accountant) license desired; Requires experience in payroll, budgeting, accounts payable, financial reporting, debt management, forecasting, information systems and local government financial administration; experience with Microsoft Excel, Word, and PowerPoint desired – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal work schedule