



Fluvanna County, Virginia  
Department of Finance  
Job Description

**Accountant**

<b>Job Class #:</b>	1331
<b>Pay Grade:</b>	17
<b>Category:</b>	Full-Time(with benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Finance

**SUMMARY**

The County of Fluvanna is recruiting for the position of Accountant. This is a full-time position that performs a variety of tasks involving complex research, analysis and reconciliation of financial information for the County. This position monitors and provides technical accounting expertise and support for various complex County programs, develops and maintains policies and procedures, prepares financial statements and addresses matters related to audit and compliance. The position will play a lead role in the monitoring and reporting of the County's CARES and American Rescue Plan Act grants.

**ESSENTIAL FUNCTIONS**

- Inputs, prepares non-complex accounting journal entries for posting to the General Ledger
- Performs data entry transactions for accounts receivable, accounts payable, capital assets, projects or general ledger into the County's financial systems.
- Performs monthly reconciliations for general ledger accounts, comparing external source documentation to general ledger balances.
- Conduct and coordinate difficult and complex research, analysis and reconciliation of financial information for audit purposes and financial reporting; and assist in the administration of the federally mandated annual financial and compliance audit on all county and school federal receipts
- Research, analyze, and summarize various financial records to develop financial reports such as financial statements, statistical tables, and notes within the Comprehensive Annual Financial Report and other financial reports for external entities
- Assists in implementing generally accepted accounting principles to maintain the Certificate of Performance in Financial Reporting from the Government Finance Officers Association and an unqualified opinion from the independent auditors on the county's Comprehensive Annual Financial Report
- Perform related duties as required
- Provides assistance to executive management staff and supports a variety of committees, boards, and commissions; prepares and present staff reports and other correspondence to the Board of Supervisors as necessary

- Routinely uses the County’s MUNIS financial system and provides technical support to end users; maintains system and end user documentation and procedures

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of Generally Accepted Accounting Principles (GAAP) and the accounting and/or program rules and standards of the Governmental Accounting Standards Board (GASB), or Financial Accounting Standards Board (FASB).
- Knowledge of and ability to apply professional accounting practices, methods, and techniques
- Independently carry out assignments; set priorities, meet critical deadlines, and follow-up on assignments with minimal direction
- Establish and maintain professional and effective working relationships with other County Directors and Officials, community members, and external partners.
- Maintain confidentiality regarding sensitive information
- Prepare and present clear and effective financial and narrative reports, correspondence, and other materials.
- Collect, evaluate and interpret complex information and data.
- Skill in using a computer and modern office suite software, with emphasis on accounting and financial systems/software.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- Associates degree in Public Administration, Finance, Accounting, or a closely related field or three (3) to five (5) years of progressively responsible experience in accounting or auditing, (with emphasis in accounting) that includes professional-level accounting experience in accounts receivable, accounts payable, project, capital asset, or general ledger or an equivalent combination of education and experience.
- Advanced proficiency in Microsoft Office. Government/Fund accounting experience preferred.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Standard office setting and occasional field environment with travel from site to site
- Must be available to work some weekends and evenings for presentations, training, and meetings
- Office environment exposure to computer screens; sitting for prolonged periods
- Must have sufficient physical ability to work in an office setting; sit, walk, or stand for prolonged periods of time; lift light to moderate amounts of weight; operate office equipment

**POST OFFER REQUIREMENTS**

- Criminal background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
4/22/2021	7/28/2021	7/28/2021	8/4/2021