



Financial Reporting Analyst (CD)

Hiring Range: \$56,380 - \$86,315 Annually

The Department of Finance and Management Services is seeking a detail-oriented and technically sound individual to join our financial reporting team! The incumbent performs difficult tasks related to managing countywide accounting and financial reporting functions. This integral team member will provide support to other departments and work daily to protect the County's financial integrity and triple AAA bond rating. Hanover's recently renovated office space provides a quiet place to be able to concentrate on detailed work and after successful onboarding remote work options are available for this position. If you are someone who wants career growth opportunities and are a dedicated and skilled professional who successfully moves from one task to another, we encourage you to apply as a Financial Reporting Analyst in Hanover County!

General Description: The incumbent performs difficult tasks related to managing countywide accounting and financial reporting functions. Under general supervision, performs work of considerable difficulty in providing support for year-end audits by maintaining a complex system of accounts and records, reconciliation of subsidiary ledgers and various schedules to the general ledger, preparation of reimbursement requests and debt requisitions and working to implement the latest standards implemented by the Government Accounting Standards Board to protect the County's financial integrity and triple AAA bond rating.

Organization: The Financial Reporting Analyst position is part of Hanover County's Career Development Program (CD). The Financial Reporting Analyst Ladder has four (4) levels, ranging from Financial Reporting Analyst I to Financial Reporting Analyst - Senior. Incumbents normally report to the Finance Division Director or designee which is a subset located within the Department of Finance and Management Services. This job title is restricted to use within the Department of Finance and Management Services.

Essential Functions:

- Drafts financial documents, including the Annual Comprehensive Financial Report and/or State reports.
- Reconciles auditor of public account schedule of reimbursements to the general ledger
- 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.
- Research and resolve financial discrepancies.
- Participates in audits as needed.
- Assists with inquiries relating to receipts and disbursements.
- Provides support for encumbrance accounting and purchase order reconciliation.
- Monitor and recommend updates to general ledger costing within the timekeeping/payroll system including reconciliations of system interfaces and payroll liability accounts.
- Aids in capital fund accounting to include project updates and reporting, as well as bond draw down review and submissions.
- Aids in maintenance of capital asset inventory
- Performs monitoring, analysis, and reconciliation of non-major funds.
- Performs related work as assigned

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.