



BOARD OF SUPERVISORS  
First District – William L. Hodges  
Second District – Benjamin J. Edwards III  
Third District – Justin Callett  
Fourth District – Lindsay May Roberson  
Fifth District – Mary Sue Bancroft



# King William County Accountant

<b>SALARY</b>	\$51,474.00 - \$82,358.00 Annually	<b>LOCATION</b>	King William, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	04292024
<b>DEPARTMENT</b>	Finance	<b>DIVISION</b>	FINANCE ADMINISTRATION
<b>OPENING DATE</b>	06/04/2024		

## General Description

### General Description

This position assists the Finance Department in the overall operations of the Finance Department functions; this includes accounting, budgeting, recording, reporting of financial transactions, and grants. This position works under the general direction of the Finance Director. An ideal candidate would be able to perform detailed work accurately and independently, communicate detailed and sensitive information effectively and confidentially, and possess the organization and time management skills to prioritize duties with a high volume of work that constantly changes in priority.

## Essential Functions

### Examples of Duties

- Provide oversight to enterprise accountants or accounting functions being administratively performed by staff.
- Researches and identifies sources of external funds.
- Evaluates grant applications to determine appropriateness of grant or compliance with requirements and standards.
- Prepares and maintains the reporting of grants; Monitors grant awards.
- Serves as a liaison between funding sources and the County.
- Review various accounts, cash receipts, payroll, and other accounting records and transactions; analyze and audit transactions for proper account classification.
- Reviews, prepares, and enters journal entries for recording in the accounting system.
- Coordinates and administers daily deposits and receipt accounting across the County.
- Coordinates financial-related activities with other County departments and divisions and with other outside agencies; prepares worksheets and schedules; compiles data and records.
- Provides support to departments concerning various account tracking, audits, etc.
- Assists with preparing the County’s annual budget and comprehensive financial report.
- Assists with year-end audit activities, including preparation of documents and close coordination with the auditors.
- Assist with processing wire, ACH, and transfer of payments. Researches and assists with deposit corrections when necessary. Responds to public inquiries and complaints courteously; provides information within the area of assignment; resolves issues efficiently and timely or refers to appropriate staff.
- Maintains accounting controls by following policies and procedures and complying with Federal, State, and local financial legal requirements.
- Other duties as assigned.

## Knowledge, Skills, and Abilities

### Knowledge:

- Comprehensive knowledge of accounting principles, methods, and accounting practices (GAAP).
- Considerable knowledge of complex cash and investment reconciliation processes.
- Thorough knowledge of data processing applications and procedures.
- Knowledge of federal, state, and local laws and policies related to fiscal operations.
- Comprehensive knowledge of Microsoft software applications
- Knowledge of accounting, budgeting, and auditing principles (including GASB rules and GAAP standards) and methods in their application to a government accounting system.
- Knowledge of the County's administrative policies and procedures.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software consistent for this position.

### Abilities & Skills:

- Quantitative and analytical skills.
- Customer service and communication skills.
- Ability to research, analyze, and reconcile financial data.
- Ability to have and apply extensive knowledge of accounting principles, standards, and complex automated systems, effectively use automated accounting systems.
- Ability to establish and maintain effective working relationships with other employees and County departments.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions; general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work products while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations within the provision of the Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

## Education, Training, and Experience

### Minimum Education and Experience:

- Bachelor's degree in accounting or related field or equivalent and 5 years of accounting experience.
- Strong leadership and interpersonal skills
- Experience with internal controls; expert analytical and problem-resolution skills.

### Preferred Licenses and/or Certifications:

- Professional certifications such as Certified Public Accountant (CPA)

7/2/24, 5:33 PM

King William County

**Phone**

(804) 769-4968

**Job Bulletin**

180 Horse Landing Rd.

King William, Virginia, 23086

**Website**

<https://www.kwc.gov/>