



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTING SPECIALIST
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing a full range of accounting support work, to include reviewing a variety of billings to ensure accuracy; resolving discrepancies and processing payments and assisting in developing and implementing procedures to improve methods of accounting within the department. May serve as a lead worker. Reports to the Accounting Coordinator.

ESSENTIAL JOB FUNCTIONS

Reviews detailed accounting transactions; performs data retrievals, inquires, analysis and reconciliations from a variety of data sources; ensures that revenues generated from departmental activities and programs are recorded accurately and in a timely manner; researches discrepancies and takes proper steps to resolve matters.

Manages and maintains Comprehensive Services Act (CSA) accounts for foster-care children and creates purchase orders for children receiving financial assistance; coordinates the setup and reporting of fraudulent claims for proper departmental receipt and state reporting of collections; researches and reports 1099 miscellaneous income and unclaimed property to the Finance Department; withholds, reports, tracks and forwards payments for court ordered liens and garnishments.

Performs database management and budget monitoring; tracks expenditures and revenues for human services programs; prepares monthly journal entries of expenditures and adjustments for state reimbursement; monitors fund availability; reports fund depletions, tracks associated revenue and verifies financial statements and reports for completeness, accuracy and validity. Processes checks, financial notices, form letters, and accounting documents and ensures proper and accurate backup information accompanies related files and records.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Knowledge of basic budgeting principles and practices and multi-faceted accounting application systems.
- Payroll - Knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with policies and operational requirements.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations. Effectively responds to and resolves inquiries and disputes.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 3-5 years of responsible accounting support work or closely related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.