



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTANT
(FISCAL OPERATIONS)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing difficult professional accounting work involving research, analysis, preparation and maintenance of financial records and reports. Performs agency-wide procurement and vendor management, accounts payable and encumbrance management, revenue management and financial reporting functions. Reports to the Chief, Fiscal Operations.

There are two (2) levels of Accountant distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Prepares and communicates routine to complex financial reports and statements as required to comply with local, state and federal guidelines; performs research, analysis and interpretation of financial information. Plans, prepares and monitors routine to complex program budgets; reviews, monitors, and analyzes accounts such as receivables, payables and fixed assets for accuracy; verifies account codes, amount of transaction and other data.

Processes expenditure, revenue and budget amendment requests; reconciles general ledger accounts with the City's accounting system and the department's purchase of services system(s); researches financial records and prepares journal entries, as appropriate; prepares complex department purchasing requisitions; monitors and maintains expenditure encumbrances as needed by agency operations, and leads and manages the agency's internal RFP processes.

Responsible for the effective supervision and administration of assigned personnel to include staff development and training, performance management, employee relations, prioritizing and assigning work and related activities. Manages the effective deployment of resources.

Participates on the agency leadership teams to advise department staff on federal, state and local fiscal processes and procedures and provides assistance to other City personnel related to department accounting systems and processes. Serves as fiscal liaison to federal, state, and local stakeholders across multiple programs, grants, and City initiatives.. Provides assistance to internal and external auditors when auditing agency financial statements 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 - Comprehensive knowledge of generally accepted accounting principles and governmental accounting standards of the Governmental Accounting Standards Board (GASB) to include fund accounting, financial computations, statistical and financial analysis and forecasting techniques. Knowledge of budgeting principles and practices and multi-faceted accounting application systems.
- Human Services - Knowledge of human services principles and practices including federal, state, and local regulations affecting human service programs.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Technology - Utilizes office systems, practices, and procedures including general office equipment and personal computers for word processing, spreadsheets, and related programs.
- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves difficult inquiries and disputes.

REQUIRED ABILITIES

- 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.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- 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. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Accountant I - Requires a Bachelor's Degree in Accounting, Business Management, Finance or a related field with course work equivalent to a major concentration in accounting and 1-2 years of professional accounting experience, or an equivalent combination of education and experience with some lead or supervisory experience.

Accountant II - Requires a Bachelor's Degree in Accounting, Business Management, Finance or a related field with course work equivalent to a major concentration in accounting and 3-5 years of professional accounting experience, with 1-2 years of lead or supervisory 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.