

POSITION TITLE: Senior Accountant

QUALIFICATIONS: Bachelor's degree in accounting, finance, or related field and at least five years increasingly responsible and progressive experience in government or general accounting is required. A good working knowledge of generally accepted accounting principles and practices, and general administrative practices is required. Experience with the Virginia Retirement System (VRS) a plus. Must have experience in analyzing, interpreting and preparing fiscal and accounting records, reconciling general ledger accounts, excellent interpersonal, communications, and organizational skills. Must have the ability to interpret payroll and benefit policies and procedures. Must be able to work in a cooperative and collaborative manner with all employees, school administration, business and community representatives. Must have the ability to work under pressure and meet multiple deadlines. Proficient in the use of Microsoft Word, Excel, PowerPoint and strong skills in using the Internet and Intranet is essential.

PERFORMANCE EXPECTATIONS: Performs accounting and other functions in the area of general accounting. Prepares, analyzes and reconciles various accounting reports such as payroll and general ledger. Prepares balance sheet reconciliations, and correcting journal voucher entries. Maintains and reconciles retirement contributions and payments and assist with year-end VRS audit. Assists with the preparation of the Comprehensive Annual Financial Report (CAFR) and various other financial reports. Writes, updates and maintains a comprehensive policy and procedures manual for assigned tasks. Contributes to finance team effort by performing other duties, tasks and participates in special projects as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs accounting functions to facilitate the overall efficiency of the Finance Department in the area of payroll and general ledger. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Manager, Payroll

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 121

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt