



NOTICE OF POSITION VACANCY
FISCAL SPECIALIST III (ACCOUNTS)
COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,334) is presently accepting applications with professional resumes and references for the position of Fiscal Specialist III (Accounts). The full Job Description for this position is attached. Salary range of \$38,651 to \$46,381 depending on qualifications and experience.

Completed King William County Application for Employment (downloadable from <http://www.kingwilliamcounty.us/departments-and-services/human-resources/>) along with professional resume and references may be submitted electronically (PDF format only, please) to financedir@kingwilliamcounty.us (Subject Line: Application-Fiscal Specialist III) or by mail to: County of King William, Virginia, 180 Horse Landing Road #4, King William, VA 23086 - ATTN: Ms. Bobbie Tassinari. Applications accepted until position filled. King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF FINANCIAL SERVICES**

JOB DESCRIPTION

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|------------------------|---|--|--|
| Job Title: | Fiscal Specialist III (Accounts) | | |
| Position No.: | 012110-1100-02 | | |
| Position Class: | Specialist | | |
| Pay Grade: | N18 | | |
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GENERAL DESCRIPTION:

Under general supervision, performs professional accounting work for King William County. Work involves reviewing and analyzing financial transactions and documents; reconciling accounts and/or transactions; posting transactions and/or preparing reports on financial activities and accounts. Positions in this class may specialize in a specific financial program or may perform accounting work for a combination of financial/accounting functions. Performs related work as required.

The Office of Financial Services provides support services in the areas of utilities billings, payroll and benefits, personnel management, accounts payables and receivables, budget, financial reports, grants, debt service, property and liability insurance programs, and fixed assets. Employee must exercise independent judgment, initiative, and attention to detail. This position is a full time (minimum 40 hours per week) salaried position. The position reports to and serves under the direction of the King William County Director of Financial Services.

ESSENTIAL FUNCTIONS:

Prepares, enters, and posts adjusting entries to the ledger in accordance with GAAP requirements. Codes revenues for posting to the general ledger for the Treasurer's office in accordance with County requirements/regulations.

Processes accounts payable at mid-month and end-of-month setting up vendors within the Bright System as needed.

Reconciles the Children Service Act (CSA) financial activities and draws down funds.

Close the financials within the financial system by the 5th of each month coordinating efforts with the King William County Public Schools Finance Department.

Acts as the administrator within the financial system in creating and cleaning up the general ledger and chart of accounts. Manages the general ledger for integrity and sets up new department/fund codes as needed.

Responsible for processing debt service payments for both the County and the King William County Public Schools. Prepares adjusting entries for debt service and ensure timely payment of P&I for County and School Division loan payments.

Processes state and local sales tax to the schools and tracks transfers to the schools to ensure compliance with appropriated budget.

Tracks and charges out billings for insurance premiums, fixed charges such as copier/phone/postage expenses and information technology services.

Responsible for end of year close out within the system.

Prepares and processes monthly, quarterly and year-end tax, financial and operating reports or payments as required.

Assists and provides detailed financial information to the auditors and Director of Financial Services as required.

Acts as backup for revenue coding and quarterly state revenue reconciliation.

Acts as backup on vehicle records and updates as vehicles are surplus.

Acts as backup on reimbursement request to the Compensation Board for Constitutional Officers and their staff and ensures the County has collected maximum funding available.

Assists Director of Financial Services and County Administrator with the budget development process.

Serves as back up for other positions within the Finance Department.

Monitors and engages in day-to-day activities for accounts receivable, payroll and accounts payable.

Coordinates administrative function of the property and liability insurance program to include reviewing and making changes to renewal policies. Manages and processes all claims, schedule changes and secures Certificate of Insurance.

Prepares and analyzes accounting financial reports and reviews for accuracy.

Drafts financial documents, such as budgets and/or State reports.

Participates in audits and plays an integral part in the development of the Comprehensive Annual Financial Report (CAFR).

Responds to a range of inquiries regarding financial transactions; researches and resolves problems.

Prepares and processes remittances to appropriate agencies/third party vendors for funds withheld from paychecks including benefits and payroll taxes and balances to appropriate reports.

Prepares withholding tax reporting include W-2 preparation.

Maintains the BAI Municipal System Payroll and Human Resources modules. Trains Financial Services staff on updates and changes.

Ability to effectively communicate with the county staff and the general public and provide excellent customer service.

SECONDARY FUNCTIONS:

Secondary functions may be assigned to the position by the Director of Financial Services or County Administrator.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited college or university preferably in Accounting or Finance.

Related experience in local government preferred.

A minimum of five (5) years of directly related experience in financial, budgetary and/or payroll.

Experience and/or training that include office procedures, use of modern office equipment and computer software.

Experience with BAI Municipal Software preferred.

PREFERRED TRAINING AND EXPERIENCE:

Preferred Accounting or Financial certifications.

Preferred grant writing and mid-level management experience.

Preferred experience in developing annual financial reports, budgets, running general ledger queries and creating policies and procedures.

OTHER POSTION REQUIREMENTS:

Must possess and maintain Virginia Driver's License

Must be able to pass a Criminal Records Check

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word

Must be able to multitask while providing excellent customer service to internal and external customers

GENERAL STANDARDS OF PERFORMANCE:

The position is expected to comply with and fulfill the following general standards of performance:

Attendance: Attends work regularly and on time with minimum tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Attends meetings, planning sessions and discussions on time. Provides required notice in accordance with policy with respect to all forms of time-off requests.

Cooperation: Readily accepts supervisory/managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction/direction only when clarification of results or consequences are justified, i.e., instances of unclear communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all employees within the County.

Coordination of Work: Consistently plans and organizes daily work routine. Establishes priorities for the completion of work to make most efficient and effective use of time. Avoids duplication of effort. Accurately estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Creativity: Regularly seeks new and improved methods, policies and procedures for enhancing the effectiveness of County operations. Employs imagination and creativity in the application of duties and responsibilities where latitude is granted. Is not adverse or resistant to change.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with

directives, County policy, procedures and practices. Accepts accountability for meeting assigned responsibilities.

Human Relations: Is a 'team player' and strives to develop and maintain good rapport with other employees. Is not abrasive or discourteous. Does not allow personal issues to interfere with employment relationships. Does not instigate or spread rumors or gossip.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises sound and practical judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks advice when needed and adequately researches problems, situations and alternatives/options before exercising judgment.

Quality of Work: Maintains high standards of accuracy in executing duties and responsibilities. Takes immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities under Essential and Secondary Functions and as otherwise assigned.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

SPECIAL STANDARDS OF PERFORMANCE:

Knowledge of Job: Demonstrates sound, practical intellectual and intuitive grasp of the various aspects of the job, and the ability to quickly learn and understand the most effective and efficient approaches and means by which desired outcomes may be achieved. Understands and accepts that job responsibilities are performed within a frequently dynamic and changing financial and political environment, and appropriate sensitivity to external issues and exercise of discretionary judgement is frequently required.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.
