

## **Supervisor Accounting Services-City of Covington VA Description**

This position performs moderately complex and specialized accounting (Tyler MUNIS) and supervisory work in maintaining centralized bookkeeping and accounting records, as well as working with the public. Work involves applying accounting principles to a variety of accounts and fiscal procedures reflecting the financial transactions of the City. Other duties include the creation and maintenance of reports and audit preparation. Work is performed under the supervision of the Director of Finance and Administration.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises and assists employees maintaining the centralized bookkeeping and accounting records in a Tyler MUNIS Accounting System as well as use of Microsoft Office.
- Creates, enters, and processes journal entries the City such as VRS, Hybrid Retirement, bank transfers, bank fees, utility billing, utility penalties, State tax, FICA tax, Federal taxes, journal entries, record payments made to bond payments, postage distribution, and Grant Maintenance.
- Maintain various funds throughout the city.
- Verifies checks for the city, voids and/or replaces checks that need to be corrected.
- Sets up general ledger accounts as needed/requested.
- Verifies and provides information to auditing firms and state/federal agencies.
- Processes cash receipts and payroll imports.
- Involvement in Fiscal Budget Year Creation, review, maintenance, and tracking
- Maintains user attributes and workflow in MUNIS; sets up a new user or deleting a user no longer with the City; assigns permissions to users as they begin working for more departments; transfers workflow when an employee is on vacation; establishes standard operating procedures for necessary workflows.
- Enter invoices in the system, process invoices and mail invoices to businesses and/or localities; posts payments to accounts; mails statements to the businesses/localities for any outstanding charges.
- Reconciles Virginia Retirement System (VRS), Minnesota Life Insurance and Va Corp (Hybrid employees) monthly and reconciles Hybrid payments for employees biweekly.
- Performs monthly journal entries as required.
- Generates monthly and year end reports.
- Reconciles grants and bonds. Corrects/resolves any discrepancies.
- Maintains all reports and files relating to grants and bonds.
- Assists the director with report information for disclosure.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree in accounting or a related field preferred; and five (5) years' experience in accounting or bookkeeping or any equivalent combination of education, training, and experience. Candidates with exceptional resumes in other fields or work experience will be considered as well.

**Special Qualifications:**

Use of Microsoft Office, mathematical competency, accuracy, knowledge of governmental accounting.

**Knowledge, Skills, and Abilities:**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of commercial mathematics.
- Knowledge of general governmental accounting procedures.
- Skill in the use and care of computers and office machines utilizing alphabetic and numeric keyboards.
- Skill in the use of computer software such as Microsoft Office.
- Ability to make complex and varied mathematics computations and tabulations rapidly and accurately.
- Ability to give clear and concise directions to subordinate employees.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to ten pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required:

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make necessary sounds.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and draft reports, correspondence, instructions, drawings, etc.

### **WORK ENVIRONMENT**

Work is performed in a safe, secure, and stable work environment.