

HAMPTON ROADS WORKFORCE COUNCIL - JOB DESCRIPTION

Job Title:	Accounting Manager
Reports to:	Senior Director, Finance
General Classification:	Administration Pay Band: Manager
Employment Status:	Full-time, Exempt
Last Review:	October 1, 2023

GENERAL STATEMENT OF RESPONSIBILITIES

Performs technical and professional work in the processing of financial transactions and maintenance of financial records in accordance with required standards and serves as the initial point of contact for the Finance Department when questions arise, or information is requested. Work is performed under the direct supervision of the Senior Director, Finance.

ESSENTIAL JOB FUNCTIONS

- Responsible for managing all aspects of the Accounts Payable function of the organization, including recommending, vouchering, and processing all invoices and/or billings for payment, including data entry into the computerized accounts payable system. Maintain all resulting documents/records in sufficient order for efficient access. Troubleshoot inquiries and/or reconcile statements from vendors.
- Responsible for accounting staff.
- Handle all aspects of the Payroll function of the organization, including all required data entry into the computerized payroll system, uploading the bi-weekly direct deposit file to the bank and paying payroll taxes. Maintain all resulting documents/records in sufficient order for efficient access. Prepare and recommend for approval and signature monthly, quarterly, and annual payroll and/or tax reports or returns. Respond to inquiries from employees regarding related payroll issues, banks, and other payroll related entities.
- Performs bi-weekly payroll reconciliations.
- Responsible for the issuance of all W-2 forms and ensures that information reported on these forms is accurate compared to federal and state reports.
- Performs monthly reconciliation of all accounts payable and payroll related liability accounts.
- Provides support to the Human Resources Director and/or Human Resources Specialist as deemed necessary.
- Prepare banking slips for deposits into the organization bank accounts and prepare cash receipt entries for all receipts, including direct deposit receipts, to record into the general ledger.
- Prepare journal entries as part of routine accounting procedures or monthly closing procedures as directed and/or required by the Senior Director, Finance and/or the Chief Financial Officer.
- Manage the credit card process. This includes credit card issuance, troubleshoot inquiries and reconcile the credit card statements.
- Maintain good working relationships with all organization vendors, sub-recipient

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contractors, partners, employees, and other stakeholders.

- Design, complete and maintain necessary subsidiary records, ledgers, worksheets, etc. to complete required or requested reports and other information.
- Assist the Senior Director, Finance and the Chief Financial Officer as required or requested in the maintenance of the organization's accounts and financial or business records.
- Perform related tasks as required.

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 Board of Director's Vision, Mission and Values.

REQUIRED KNOWLEDGE

Knowledge of the theory, principles, methods and practices of accounting; knowledge of the principles of governmental accounting; knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

REQUIRED SKILLS

- 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.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- Communication - Excellent ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Time Management - Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology. Ability to plan and coordinate multiple projects and activities with broad scope and breadth. Understands and comfortably navigates the multi-disciplinary nature and broad reach of the public workforce development arena. Must be able to multi-task in a dynamic and ever-changing operating environment.

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EDUCATION AND EXPERIENCE

Associate's degree in accounting preferred; At least two years of experience in a busy accounting or business office is required. Close attention to detail is required; ability to communicate specific information to others and the ability to request specific information from others is required; proficiency in Excel and Word is required.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.

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 workstation.

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.

Employee Name: _____ Date: _____

Signature: _____