

GENERAL DEFINITION OF WORK:*FLSA Status: Exempt*

Performs difficult and technical work in the preparation and maintenance of financial records for the Treasurer's Office; responsible for the supervision of the front line cashiers, the daily Cash Report, daily On Line (WEB) Payment Report, Court Payment Report, and reconciliation of all payments processed by this office and the accuracy of all bank deposits. Performs other duties that apply to the Treasurer's office. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:**Supervising and participating in departmental accounting activities; preparing financial statements and reports; maintaining financial records and files; preparing financial reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises cashiers, processing and resolving employee concerns and problems, completing employee performance appraisals; and ranks applications; assists in interviewing applicants.
- Coordinates daily work activities; preparation and completion of WEB Edit/Updates, Bank Uploads for WEB, Company Edit/Updates, Credit/Check Verification Update, and Court Updates. Performs financial overview and prepares reports; resolving any/all issues in order to balance.
- Supervise cashiers in the daily work activities; assists with complex/problem situations. Organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff. Performs internal audits.
- Performs VOIDS and Date Changes for all employees. Review daily prepay/abatement reports. Analyze all transmittals for accuracy.
- Prepares and oversees all dog license matters; reviews and analyzes general ledger activities to include expenditure/revenue/balance sheet reports and trial balance.
- Responsible for the following financial activities for department; such as bills, purchase orders, cash, cash deposits, etc.; responsible for staff time, leave and the submission of overtime sheets; analyzes, tracks and reviews budgeted revenue/expenditures; performs financial analysis and budget forecasting.
- Performs a variety of general accounting/bookkeeping functions, signing verified, processing NSF/stop payment checks, balancing accounts and general ledger, reconciling spreadsheets/reports, researching financial discrepancies, calculating data, maintaining, generating or submitting financial reports.
- Completes and prepares detailed financial spreadsheets and reconciliation reports; creates financial spreadsheets and reconciliations for Budget, Dog Licenses, and delinquent accounts; approves all purchase orders and expenditures.
- Analyzes, reviews, and maintains leave sheets for cashiers, approves leave, provides overtime sheets to the Treasurer.
- Ensures adherence to all office and accounting/auditing principals, policies and procedures; reviews/updates written procedures for staff.
- Responds to taxpayers' complaints/concerns and mediates disputes/conflicts.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare and maintain complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express complex and technical ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and considerable accounting experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____