

Accounting Division Director/County Controller



General Summary of Classification:

Leads the activities of the accounting division and serves as the Controller for the County and for Henrico County Public Schools. Provides leadership for payroll, accounts payable, general ledger entries, fixed asset inventories, grants accounting, and financial reporting in accordance with Generally Accepted Accounting Principles (GAAP.) Identifies and interprets relevant accounting standards and makes recommendations to division senior leadership. Performs complex professional and administrative work including planning, organizing, and directing, in conjunction with others.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Provides leadership for overall accounting operations.
- In partnership with senior leadership, develops the Divisions' strategic goals, priorities, and objectives.
- Supervises division staff and provides motivational leadership and inspires staff to realize their full potential.
- Oversees division training, career development, performance management, and succession planning.
- Oversees routine and ad hoc reporting, forecasting, and certification processes; Ensures the completeness and accuracy of the Annual Comprehensive Financial Report.
- Identifies and evaluates opportunities for maintaining proper internal controls and for operational efficiencies.
- Leads the development and implementation of new policies, procedures, and technology as appropriate.
- Oversees the county's investment management, including related compliance reconciliation, and review.
- Oversees the purchasing card (P-card) program for the County and HCPS.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and with local, state, and federal policies.
- Cultivates a culture prioritizing stewardship, leadership, and efficiency for both reporting and non-reporting staff.
- Serves as the County's subject matter expert on all matters related to financial accounting and reporting.
- Reviews complex accounting statements and transactions for accuracy and completeness.
- Serves as a liaison with County and HCPS departments, external auditors and agencies, and other stakeholders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Mastery of generally accepted accounting principles (GAAP); thorough knowledge of laws pertaining to local government accounting; Demonstrated success developing and monitoring investment strategies.
- **Technical:** Thorough knowledge of accounting practices and techniques, to include modified and full accrual accounting; Demonstrated ability to interpret and to develop accounting-related policies, regulations, and procedures.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral communication skills; strong presentation skills; the ability to interact and collaborate professionally with multiple populations.
- **Decision-making, and Authority:** Strong judgement and critical thinking skills; the ability to effectively problem solve and to make decisions; the ability to model and ensure compliance, effectiveness, and accountability.
- **Leadership:** Excellent management and supervisory skills including the ability to inspire, motivate, develop, monitor, and mentor staff. The ability to maintain staff morale and engagement; the ability to set and achieve division, department, and County goals; Political Savviness; Demonstrated ability to manage workloads efficiently and to meet critical deadlines.
- **Environment:** Works in an office setting; may work in various indoor and outdoor locations as needed.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties in an office environment and mobility sufficient to perform essential duties at various duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in Accounting, Business, or related field; Master's degree preferred.

Experience: Six (6) years of governmental accounting experience, including at least two years of supervisory experience.

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

Required of All:

- Licensure as a Virginia Certified Public Accountant (CPA) strongly preferred.
- Credit check required.
- Criminal history record check and fingerprinting of all employees in authorized and hourly sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.
- Valid driver's license.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.