

PRINCIPAL ACCOUNTANT

GENERAL RESPONSIBILITIES

Oversee the financial administration of assigned Federal, State, and private grants, and to ensure compliance with the rules and regulations administered by the Grantor. Also conduct certain research, analysis, development, and summarization of financial information for audit purposes and financial reporting.

ESSENTIAL TASKS

(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.)

- Approve purchase requisitions, payroll time sheets and travel vouchers.
- Prepare/review assigned reimbursements of Federal and State grants in compliance with Grantor. Prepare IDT's that include but are not limited to the following: charges for diesel, gas and oil, parts, paper needs, clay orders, PE supplies, corrections, indirect costs, and all costs related to assigned grant activity.
- Review interim financial statements.
- Proof interim financial statements.
- Prepare Option Payroll accrual and Prepare Revenue coding (EDI's, checks).
- Prepare Draw account allocation calculations and draw account checks.
- Notify Grant Coordinators of unspent funds and approaching grant deadlines/closeouts.
- Assist Budget Development and Grant Coordinators with future budget cycles.
- Prepare budget adjustments, aligning budgets, reviewing budget amendments, and coordination of budget monies for assigned grants.
- Communicate with Human Resources, Payroll, and Grant Coordinators for proper alignment of personnel.
- Coordinate with Payroll when to change personnel from carryover grant to current year grant.
- Assign new grant numbers; communicate with City on establishment of grant number and revenue source numbers.
- Prepare redeposit of payroll check entries.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in developing detailed documentation in communicating financial information and results; ability to apply appropriate commercial law knowledge in the review of contractual agreements; communication skills in relaying financial information to federal, state, and local agencies with tact and diplomacy; ability to comprehend and apply microcomputer languages and software packages to complex tasks; ability to provide guidance to accounts payable and payroll staff and departments and schools in school finance guidelines, policies, and procedures; requires attention to detail and people skills to deal with the constant questions regarding grants, accounting from various departments, agencies, and the Virginia Department of Education.

EDUCATION AND EXPERIENCE

Bachelor's Degree with a concentration in accounting from an accredited college or university. Master's Degree in Public Administration (MPA) or Master's Degree in Business Administration (MBA) preferred, Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Experience in supervising professional and Paraprofessional employees.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license.