Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 10/4/2023

Senior Accountant (Payroll)

Pay Scale: B
Level: 12
FLSA Status: Exempt
Job Family: Business & Financial Services
Primary Location: Administration Building

Department Overview
The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview
This is professional accounting work in performing standard accounting tasks in an established accounting system, and reviewing fiscal records. An employee in this class is responsible for the maintenance of an assigned group or area of accounts and preparation of related reports and statements thereon. Employees may modify and adapt procedures for accounting systems, but changes are normally subject to review by superiors before adoption.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Reconciles payroll accounts and collaborates with the appropriate personnel to resolve discrepancies at the end of each month and/or before the end of the fiscal year
- Implements, maintains, performs, and reviews payroll processing to ensure timely and accurate processing of payroll transactions
- Lead on special projects to include testing, setting up new system elements and maintaining system tables
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Reviews accounts and fiscal operations for compliance with proper accounting procedures, controls, and standards; identifies deviations and questionable practices and recommends appropriate corrective actions.
- Provides technical support to LCPS financial staffs
- Operates accounting and accounts related software; designs spreadsheets and other computerized programs and systems to meet work requirements; installs, troubleshoots, and assists others in the unit with software problems
- Reviews and approves financial transactions related to assigned area of accounts, and directs accounts maintenance of activity and other accounts
- Prepares periodic and special accounting and financial reports and statements; provides year-end and journal entries, reconciliations, and close out

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree in Accounting or related field

Experience
Three (3) years or more experience in performing professional accounting work

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of accounting principles and practices and their application to governmental accounting; of microcomputer applications in the financial area; of modern office procedures, practices, and equipment
- Ability to perform professional accounting/auditing work; to prepare accounting reports and statements; to identify deviations and questionable practices in fiscal operations and recommend appropriate corrective actions; to analyze and evaluate accounting problems; to develop pertinent data and recommend improved procedures
- Good human relations and communications skills

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.