



## **Accountant**

\$38,146/year or higher DOQ + [Full-Time County Benefits](#)

James City County Financial Management Services is seeking an individual to perform responsible accounting work for the maintenance of a complete and accurate general ledger.

**Responsibilities:** Compute, prepare, and input primarily routine data for journal entries; reconcile accounts, sub-ledgers, and system modules to the general ledger; process expenditure and revenue transfer requests. Coordinate and prepare cash balancing with the Treasurer's Office for the County and its fiscal agents. Prepare routine to complex schedules, research, account analysis or other work necessary for preparation of financial statements, ledgers, reports, or taxes; quarterly and annual reconciliation of Auditor of Public Accounts state disbursements. Review various documents for sufficient funding, coding, and compliance with county procedures.

**Requirements:** Any combination of education and experience equivalent to a Bachelor's degree in Accounting or related field and some accounting experience using complex financial systems; local government accounting experience preferred. Knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; Governmental Accounting Standards Board (GASB) statements; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Considerable knowledge of Generally Accepted Accounting Principles (GAAP).

**Accepting applications until 11:59 pm EST 01/14/2017 or, until positions is filled whichever comes first.**

**Only online applications to our website will be considered. To apply, please visit the James City County Career Center at [jobs.jamescitycountyva.gov](http://jobs.jamescitycountyva.gov)**