

Senior Account Clerk

\$26,540 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Parks and Recreation seeks an individual to perform advanced work involving the preparation of complex fiscal or related records. Work involves maintaining Parks and Recreation's financial records and issuing financial reports including expenditure/revenue management reports, cost accounting records and performing internal audits to support Parks and Recreation's and James City County's internal control policies.

Responsibilities:

- Prepare and input charges to departments for internal services; process all instructor and performer contract documents and coordinate with JCC accounts payable to ensure accurate and timely payment to contractors.
- Assist Budget Management Specialist in preparing Parks and Recreation biennial operating budgets; conduct research on expenditure and revenue accounts to assist Budget Management Specialist in preparing financial forecasts for distribution to management staff; assist Budget Management Specialist in the reconciliation of purchases associated with Division purchasing cards; ensures proper distribution of expenditures to operating units.
- Receive, review for correct data, and process accounts payable or accrued expenditure transactions; compute and prepare adjustments as necessary for changes in data; checks balances, assists in preparation of regular financial reports and statements, and verifies financial data.
- Maintain payroll deduction records for JCC and WJCC Schools for corporate memberships; audit invoices and other fiscal items for refunds; examine documents to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification.
- Assist with storage retention and records management; maintains records for Social Service payments and billing, registrations and, processes weekly information from Rec Connect before school, after school and, summer programs; supports Parks and Recreation Financial Assistance objectives by maintaining accurate records of financial assistance usage; verifies and publishes weekly eligibility roster.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in accounting; considerable technical accounting experience, which shall have included experience with computerized accounting systems.
- Considerable knowledge of standard accounting principles and practices; standard office procedures, practices, and equipment; laws, ordinances, and regulations applicable to accounting matters; automated accounting systems and microcomputer software packages.
- Ability to maintain complex manual and automated financial records and to prepare financial reports accurately; research and analyze information and compile reports as assigned.

Accepting applications until 11:59 pm EST 12/23/2016. Only online applications to our website will be considered. To apply and view full job description, please visit the James City County Career Center at jobs.jamescitycountyva.gov.