



## **Financial Systems Accountant, City of Salem, VA**

Starting Salary: \$48,464 - \$62,046

The City of Salem Finance Department is seeking a Financial Systems Accountant to perform the following tasks:

- Serve as financial lead on any financial systems implementations, upgrades and interfaces.
- Responsible for day-to-day system maintenance including user security, set up of new accounts, vendors, etc. and other system tasks as needed.
- Assist users with system related questions.
- Provide financial system training for end users.
- Develop and maintain debt service schedules and responsible for debt payments.
- Prepare journal entries, account reconciliations and budget transfers.
- Plans, implements and maintains City's fixed asset program.
- Supervise Accounts Payable staff.
- Prepares Comprehensive Annual Financial Report for the City.
- Assists independent auditors with the review of the City's financial records.
- Perform special projects as needed, research and prepares reports for management and external agencies as needed.

Applicant must have thorough knowledge of the principles and practices of accounting and budgeting as applied to municipal government; thorough knowledge of modern office practices and office and accounting equipment; thorough knowledge of audit practices; ability to establish and maintain effective working relationships with other department heads and officials; ability to prepare complex financial reports and evaluate complex financial systems; ability to plan, direct and supervise the work of others; ability to communicate technical ideas effectively, both orally and in writing.

Bachelor's degree from an accredited college or university in accounting, finance or related field and two years of direct experience in governmental accounting is required. Certification as a Certified Public Accountant is preferred.

Deadline to apply is: Open Until Filled.

Please visit <http://www.salemva.gov/departments/hr/JobOpenings.aspx> to apply. City of Salem application is required.