

Accounting Technician I/II

James City County Treasurer's Office seeks an individual to perform responsible work assisting taxpayers, maintaining and processing bills, payments, ledgers, tax information, and complex fiscal or related records. There are two levels of Accounting Technician distinguished by the level of work performed and the qualifications of the employee. Position is eligible for [Full-Time County benefits](#).

I: \$30,685 / year or higher DOQ

II: \$32,994 / year or higher DOQ

Responsibilities:

- Post daily activity to ledgers for County and fiscal agencies' funds, balancing each daily, monthly, and/or annually.
- Process all types of payments received including those received in person, by mail, via the web or electronic fund transfer (EFT).
- Process corrections to personal property, real estate, or business taxes, coding as needed for re-billing, refunding, or posting to outstanding receivables.
- Manage data as needed for state or locally mandated ordinances at or above ordinance requirements.
- Ensure timely and accurate billing of Business and Professional Licenses as assessed by the Commissioner of the Revenue's Office staff.
- Assist taxpayers in person, by telephone and by internet will all manner of inquiries; correspond with taxpayers in a timely manner; serve as liaison between taxpayers and other departments when needed to ensure positive experiences for taxpayers whenever possible.
- (Accounting Technician II): Fulfill balancing duties and act as Lead Cashier in absence of Fiscal Analyst.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in Accounting or related field; some accounting experience using complex financial systems; local government accounting experience in either taxation or accounting preferred.
- (Accounting Technician II): Must possess Treasurer's Association of Virginia certification as a Master Governmental Deputy Treasurer; and, considerable accounting experience using complex financial systems.
- Considerable knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages; and, standard office procedures, practices, and equipment; knowledge of the principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other County employees and the public; maintain complex records; assemble and organize data; prepare reports from such records; and exercise independent judgment, initiative, and attention to detail in accordance with established policies and procedures with minimal supervision.

Accepting applications until 11:59pm EST on 3/30/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>

