

Accountant I

\$41,018 / year or higher DOQ + [Full-Time County Benefits](#)

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

Responsibilities:

- Compute, prepare, and input data for journal entries; reconciles 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 bank and investment reconciliation for fiscal agent and bond accounts; provide assistance to independent auditors for financial statements and records; and, review monthly financial reports of the County and its fiscal agents for accuracy.
- Prepare routine to complex schedules, research, account analysis or other work necessary for preparation of financial statements, ledgers, reports, or taxes.
- Review various documents for sufficient funding, coding, and compliance with county procedures; and, prepare, review, monitor, and analyze accounts such as receivables and payables for accuracy.

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.
- Considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- 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.
- Skill in 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, fiscal agencies, and the public; maintain complex records, assemble and organize data and prepare reports from such data; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures.

Accepting applications until 11:59pm EST on 11/02/2019, or until 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>