

Accounting Technician I

\$30,992 / year or higher DOQ + [Full-Time County benefits](#).

James City County Treasurer's Office seeks an individual to perform responsible work assisting citizens, maintaining and processing recycling bills, payments, and complex fiscal or related records. This position will be located at the Tewning Road Complex. There are two levels of Accounting Technician distinguished by the level of work performed and the qualifications of the employee.

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 recycling bills and accounts, 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 recycling bills by the General Services Office staff.
- Assist residents in person, by telephone and by internet with all manner of inquiries; correspond with citizens in a timely manner; serve as liaison between residents and other departments, or recycling contractor when needed to ensure positive experiences for residents.

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.
- 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.

[Click here](#) for full job description. Accepting applications until position is filled.

Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>