



ACCOUNTANT - #1331

The County of Fluvanna, VA has an opening for an **Accountant**. Qualified candidates will perform a variety of tasks involving complex research, analysis and reconciliation of financial information for the County. This position monitors and provides technical accounting expertise and support for various complex County programs, develops and maintains policies and procedures, prepares financial statements and addresses matters related to audit and compliance. The position will play a lead role in the monitoring and reporting of the County's CARES and American Rescue Plan Act grants. Essential Functions include:

- Inputs, prepares non-complex accounting journal entries for posting to the General Ledger
- Performs data entry transactions for accounts receivable, accounts payable, capital assets, projects or general ledger into the County's financial systems.
- Performs monthly reconciliations for general ledger accounts, comparing external source documentation to general ledger balances.
- Conduct and coordinate difficult and complex research, analysis and reconciliation of financial information for audit purposes and financial reporting; and assist in the administration of the federally mandated annual financial and compliance audit on all county and school federal receipts
- Research, analyze, and summarize various financial records to develop financial reports such as financial statements, statistical tables, and notes within the Comprehensive Annual Financial Report and other financial reports for external entities
- Assists in implementing generally accepted accounting principles to maintain the Certificate of Performance in Financial Reporting from the Government Finance Officers Association and an unqualified opinion from the independent auditors on the county's Comprehensive Annual Financial Report
- Perform related duties as required
- Provides assistance to executive management staff and supports a variety of committees, boards, and commissions; prepares and present staff reports and other correspondence to the Board of Supervisors as necessary
- Routinely uses the County's MUNIS financial system and provides technical support to end users; maintains system and end user documentation and procedures

Associates degree in Public Administration, Finance, Accounting, or a closely related field or three (3) to five (5) years of progressively responsible experience in accounting or auditing, (with emphasis in accounting) that includes professional-level accounting experience in

accounts receivable, accounts payable, project, capital asset, or general ledger or an equivalent combination of education and experience. Advanced proficiency in Microsoft Office. Government/Fund accounting experience preferred.

Expected hiring range \$22.62 hr. - \$26.01 hr., DOQ plus excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement). Position open until filled.

Submit a County application, resume, cover letter, and references jobs@fluvannacounty.org. Applications are available at the county website, www.fluvannacounty.org. EOE