

The Finance Department, Accounting Division is seeking a highly motivated individual with multitasking abilities to join our team! The successful candidate will support the department in providing quality financial and administrative support services to Fauquier County and Fauquier County Public Schools. Applicants with local government accounting experience and excellent customer service skills are encouraged to apply.

Key duties include but not limited to:

- Perform a variety of accounting functions, including but not limited to:
- preparing journal entries
- reconciling accounts and bank statements
- keying financial data into the accounting software
- reviewing p-card transactions and account coding
- reconciling subsystems
- maintaining financial records
- generating accounting reports
- distributing petty cash
- Provide assistance in accounting related issues
- Prepare purchase orders and vouchers for departmental invoicing
- Assist in preparing financial reports and conducting internal reviews

We offer a Comprehensive Benefits package to include but not limited to:

- Medical, dental, vision, and prescription coverage at very competitive rates
- Up to 14 paid holidays annually, sick leave, annual leave, and personal days
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary
- 457(B) individual retirement plan
- Access our Employee Wellness Center that is free for all permanent employees & dependents

Submit your cover letter, resume, and application TODAY! Visit jobs.fauquiercounty.gov or call at 540.422.8300.