



## **SENIOR ACCOUNTANT**

### **Town of Culpeper**

**Salary Range - \$52,907.46 - \$84,651.94**

The Town of Culpeper's Treasurer's Office is seeking qualified applicants for a Senior Accountant.

**Primary functions include:** preparation and/or maintenance of financial records; facilitates the input and output of the accounting system including all required reports; reconciliation of bank transactions; coordination of deposits, ACH, wires, and lockbox transactions; maintains established internal controls per prudent fiscal policies and procedures, ensuring financial records are reconciled monthly and annually in coordination with annual audit; maintaining all capital asset and debt records and schedules; and perform related tasks as required.

**Skills & Qualifications:** Candidate must have comprehensive knowledge of principles of municipal accounting systems of accounts and encumbrances; thorough knowledge of the procedures for financial control and accounting under the requirements of the State Auditor of Public Accounts; ability to analyze and solve complex accounting problems; ability to follow and implement the accepted principal of government accounting; ability to work as part of a professional team and to interact with other Town employees when dealing with technical matters; ability to take direction and to offer technical advice in the field of accounting; ability to express ideas clearly and concisely, orally and in writing, ability to plan, organize and review the work of subordinates.

**Education & Experience:** Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in accounting, finance, or a related field and considerable experience in public finance administration, auditing, and/or financial reporting. Candidate must have a minimum of 3-5 years direct work experience in local government finance, accounting and/or auditing and have knowledge of governmental accounting standards.

Application and position profile are available at [www.culpeperva.gov](http://www.culpeperva.gov). Open until filled. Initial review of applications will be completed on April 14, 2021.

**EOE**