



MONTGOMERY COUNTY VIRGINIA

EST. 1776

POSITION VACANCY

Montgomery County, Virginia - Finance Department

ACCOUNTANT

#130113-2

The Montgomery County Finance Department has an immediate opening for Accountant. Reporting to the Assistant Finance Director, the position processes and reviews accounts payable (AP) invoices for Montgomery County departments and other related entities to ensure accuracy; reviews County credit card bills to ensure appropriateness and accuracy of charges; trains and instructs staff in other departments on entering AP invoices and running financial reports; prepares revenue transmittals; prepares journal entries and account reconciliations; researches, prepares, and submits various tax forms including IRS Form 1099; assists with Public Service Authority (“PSA”) collections; assists PSA customers with questions and service applications; researches and provides information as requested by County officials and/or independent auditors; monitors and processes debt service payments, and similar duties.

Bachelor’s Degree in Accounting, Business, Finance, or related field required; two years related experience preferred. Successful candidate will have demonstrated ability to analyze data and evaluate reports and possess excellent oral and written communication skills.

Salary band \$48,622 - \$77,795; starting pay dependent on experience/qualifications, plus excellent benefits (paid health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit online application with resume and cover letter at: www.montgomerycountyva.gov/HR. Application review begins immediately, position open until **August 1, 2022** or until filled. For application accommodation for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

