

Program Management Specialist

\$56,036/ year DOQ + [Full-Time County Benefits](#).

The James City County Treasurer's Office seeks an individual to perform experienced project management work to ensure all processes and resources used by the Treasurer's office are being used to the maximum benefit.

Responsibilities:

- Manages billing processes for various County taxes and fees; ensures invoices are mailed and e-bills are posted in a timely manner; works with print vendor on invoice changes and/or upgrades as needed.
- Acts as primary point of contact for Treasurer's office with collection software vendor and IT representative; attends meetings about current issues/changes; tracks all issues and prioritizes by importance based on office needs; performs all testing of changes before implementation.
- Works closely with Treasurer on Requests for Proposals, pilot programs or other vendor interactions to ensure development of or enhancements to resources resulting in maximum benefit for the Treasurer's office and County citizens; attends meetings as needed.
- Manages Treasurer's portion of the County's recycling program, including posting of invoices to collection software, printing invoices, and serving as liaison with General Services as needed.
- Researches, analyzes, and interprets the Code of Virginia and James City County ordinances to respond to citizen concerns in relation to the assessment of penalty and interest on past due tax billings.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and considerable accounting experience using complex financial systems; some management and local government accounting experience preferred.
- Must possess or be able to obtain within 30 days of hire a valid Virginia Driver's License and have an acceptable driving record based on James City County's Criteria.
- Knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing and financial reporting; Generally Accepted Accounting Principles (GAAP); knowledge of Governmental Accounting Standards Board (GASB) statements; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in 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, assigned staff members and the public; maintain complex records, assemble, and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 11/15/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

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