



Isle of Wight County Accountant I (Hybrid)

SALARY	\$59,419.00 - \$73,403.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	Budget & Finance	OPENING DATE	03/06/2024
CLOSING DATE	Continuous		

Description

The Accountant I perform various intermediate governmental accounting functions related to budget administration, internal auditing, debt management, general ledger maintenance and financial reporting and analysis.

Hybrid positions are eligible for two days weekly telework.

Examples of Duties

- Monitor current-year budgets by fund, by department, by division, and by cost center for the purpose of maintaining budget control and assists with preparing annual budget;
- Prepares financial reports for internal and external reporting;
- Ensures that the County is in compliance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and state and local regulations, policies and procedures;
- Monitors, reconciles, and records financial activity for the County;
- Coordinates, reviews, compiles and reports information for internal and/or external audits
- Monitors general ledger account activity to ensure transactions are recorded properly in the financial system;
- Performs a wide variety of full-performance professional accounting work, including complex general ledger, capital asset, construction project accounting, grants recognition or financial reporting and analysis activities.
- Prepares spreadsheets and other necessary documents and assists in the annual filing of the Auditor of Public Accounts (APA) Report;
- Serves as staff liaison on fiscal matters between the County and internal external agencies as needed;
- Advises County departments on financial processes as needed;
- Performs other related duties as assigned;
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.

PHYSICAL DEMANDS

The work is light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

Required Qualifications

Education and Experience:

Requires a bachelor's degree in accounting, and one (1) year of related work experience or a concentration in governmental

accounting; or an associate degree in accounting, and three (3) years of related work experience; or equivalent experience & education with a minimum of 24 hours of accounting coursework. Governmental accounting certifications will be considered in lieu of the required degree and experience.

Local Government experience preferred. Training through Virginia Government Finance Officer's Association may be required.

Licenses or Certifications:

None; 5% step increase provided for completion of VGFOA certification.

Supplemental Information

Position open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Agency

Isle of Wight County

Address

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Isle of Wight, Virginia, 23397

Phone

(757) 365-6266

Website

<http://www.co.isle-of-wight.va.us/>