

## Senior Accountant

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

James City County's Financial and Management Services Department seeks an individual to perform experienced accounting work including but not limited to preparing financial schedules and reports and managing capital assets and leases for the County and its fiscal agencies.

### Responsibilities:

- Manages capital assets and leases for the County and its fiscal agencies to include computing, preparing, and maintaining all journal entries and schedules for the addition, disposal, and depreciation of the capital assets and amortization or modification of any leases.
- Oversees all inventory processes for capital assets to include developing policies and procedures.
- Prepares complex schedules, research, account analysis, and other material necessary for preparation of financial statements, ledgers, reports, and taxes.
- Coordinates and prepares cash balancing with the Treasurer's Office for the County.
- Computes, prepares, and inputs data for journal entries; reconciles accounts, subledgers, and system modules to the general ledger.

### 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; local government accounting experience preferred.
- Must possess reliable transportation to work site(s).
- 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; Tyler Enterprise ERP (MUNIS) preferred.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other County employees 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 position is filled. 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>