

Senior Accounting Technician (Parks & Recreation)

\$42,734/yr. or higher DOQ + [Full-time County Benefits](#)

The James City County Parks & Recreation Department seeks a highly self-motivated, customer-focused, team-oriented individual with excellent organizational skills to perform advanced work supporting the comprehensive planning and implementation of the department's accounting, purchasing and financial functions. The normal weekly work schedule is Monday-Friday, 8 a.m.- 5p.m. with occasional evenings and weekends.

Responsibilities:

- Serves as lead staff member in providing operational oversight, administration, training and verification of signatories for Account Clerk and division staff in the areas of purchasing, accounting, MUNIS and customer registration software, daily deposits, reconciliation, report generation (financial statements, general ledger and payroll deduction reporting) and the Financial Discount Program.
- Issues financial reports including expenditure/revenue management reports and cost accounting records; reviews purchase requisitions, vendor invoices and travel authorizations requests; performs internal audits.
- Assists internal and external customers in-person, by telephone and electronically in all financial matters/inquiries and serves as liaison between patrons and other divisions/departments in areas contractual agreements, corporate memberships, requisitions/purchase orders, purchases, and billing/payments/refunds.
- Maintains records management and retention and ensures evaluation and compliance of financial related federal, state and local regulations, policies, procedures and processes.
- Performs special projects; assists Budget Management Specialist with external audits, preparing/monitoring the biennial operating budgets, financial forecasts, statistical/financial spreadsheet development, data entry and reconciliation; ensures proper distribution of expenditures to operating units.
- Acts in absence of the Budget Management Specialist on budget/financial responsibilities; serves as the back-up for Legacy Hall, Courier and Account Clerk job functions.
- Performs other duties as assigned.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in accounting; considerable technical accounting experience, including experience with computerized accounting systems.
- Must possess or be able to obtain within 30 days of hire, valid Virginia driver's license and acceptable driving record based on James City County criteria.
- Knowledge of standard accounting principles and practices; standard office procedures, practices and equipment; laws, ordinances and regulations applicable to accounting matters; automated accounting systems and microcomputer software packages.
- Skill in use of computer software including Microsoft Office Suite, MUNIS, and PerfectMind.
- Ability to maintain complex manual and automated financial records and to prepare financial reports accurately; research and analyze information and compile reports as assigned; understand and follow complex oral and written instructions; establish and maintain effective working relationships with other employees, County officials and the public; communicate effectively, both orally and in writing; organize, prioritize and meet time constraints; exercise independent judgment and initiative.

[Click here](#) to see a full job description. Accepting applications for **external and internal candidates** until filled. **Priority interview selections will begin on April 15, 2024.** The submission of a cover letter and resume is recommended; 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>