



Be Welcomed.
Be Successful.
Be Home.

We Invite You to Join Our Team.

FINANCIAL SERVICES SPECIALIST II ACCOUNTING

Department of Management Services

Apply with your CV/Resume online at:
www.campbellcountyva.gov

Come join our team!

Campbell County is looking for a Financial Services Specialist in the Accounting area. Please see the job description below and click the link to apply.

**CLICK HERE
TO APPLY**



Financial Services Specialist II – Accounting Salary Band 3

FLSA: Non-Exempt

Reports to: Supervisory full-time staff as assigned
Staff Supervisory Responsibility: No

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence the following Accounting primary responsibilities in a timely manner, including but not limited to:

- Records routine ledger entries ensuring state, federal, and accounting standards;
- Record debit and credit transactions to general ledger accounts;
- Provides guidance on routine financial matters to department heads;
- Supports the budget preparation of carryover requests, CIP requests and operating budget requests;
- Supports the monthly bank reconciliation;
- Supports the maintenance of the general ledger chart of accounts;
- Prepares and processes monthly journal entries for Campbell County, CCUSA, and Campbell County Schools; HSA payments, health and dental insurance, VRS and ICMA-RC payments, 403(b) contributions, and other journal entries as required;
- Supports the monthly and yearly financial close processes; runs reports;
- Supports the annual audit processes;
- Supports grant processes;
- Supports debt service processes;
- Prepares various accounting spreadsheets;
- Other duties as assigned.

Performs with excellence the following secondary responsibilities in a timely manner, including but not limited to:

- Provides backup support for the Finance/Budget Manager as needed;
- Provides backup support for the Purchasing Agent/AP Manager as needed.

Qualifications:

- High School diploma or GED
 - Desired: Associates degree, or higher, in Accounting or Business Administration
- 2 years of related experience
- Valid Virginia Drivers' License
- Must be Bondable
- Completion of National Incident Management System (IS-100 and IS- 700) within 90 days of employment

Core Skill Sets:

- Must be proficient with Microsoft Applications with a solid knowledge of Excel
- Must possess excellent communication skills with the ability to be clear and concise, exercising confidentiality when needed
- Knowledge of finance and public/governmental accounting
- Comprehensive understanding of computerized accounting systems
- Must be able to effectively and efficiently organize, prioritize and meet deadlines