



CITY OF MANASSAS PARK JOB OPPORTUNITY

Senior Accountant

Manassas Park is an independent jurisdiction in Northern Virginia, approximately 30 miles southwest of Washington, DC. The city borders Prince William County and the City of Manassas. Manassas Park offers citizens an established community along with the prospects of significant future residential and commercial development. The desirable living features such as neighborliness and community pride in a small, progressive city environment add to the City's charm.



The City of Manassas Park is seeking an experienced and detail-oriented Senior Accountant to join our Finance Department. This senior-level role is essential to maintaining the City's financial integrity through high-level account reconciliation, cash flow monitoring, debt management, and financial reporting. The primary responsibilities of this role include performing monthly reviews of cash, trial balances, and account reconciliations.

The Senior Accountant will also play an instrumental role in the City's annual audit, taking the lead on audit preparation, documentation, and coordination with external auditors to ensure timely and accurate financial reporting. The ideal candidate will bring



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a strong foundation in governmental accounting, demonstrate exceptional attention to detail, and contribute to continuous process improvements within the department.

This position operates under the direct supervision of the Director of Finance within established policies, procedures, guidelines, and timelines.

All positions at the City of Manassas Park require a customer service mindset, in accordance with the Customer Service-related focus of the City.

Specific Duties and Responsibilities

- Perform and review monthly bank and account reconciliations across multiple funds and financial systems.
- Monitor and manage the City's cash flow and debt service activities.
- Lead preparation of financial reports for internal leadership, external stakeholders, and auditors.
- Take primary responsibility for the annual audit process, including preparing audit schedules, managing documentation, and serving as the point of contact for external auditors.
- Conduct detailed variance analysis to support budget monitoring and financial planning.
- Develop and maintain accounting procedures and internal controls to ensure compliance with applicable laws and best practices.
- Identify opportunities for improved efficiency and recommend enhancements to financial processes and systems.
- Collaborate with departments to ensure financial accuracy and compliance.
- Perform other duties as assigned.
- In addition to the above-mentioned job responsibilities, all positions at the City of Manassas Park are expected to promote a culture of civility, where respectful engagement, open communication, and collaboration are standard practices. These skills and expectations are equally important as the functional requirements of this position.



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Qualifications

Minimum Education and Training

- Bachelor's degree in Accounting, Finance, or a related field (Master's degree preferred).
- Minimum five (5) years of progressively responsible experience in governmental accounting or finance, including fund accounting and reconciliations.
- CPA designation preferred.
- Experience with Tyler Technologies (or similar ERP) and advanced Microsoft Excel functions.

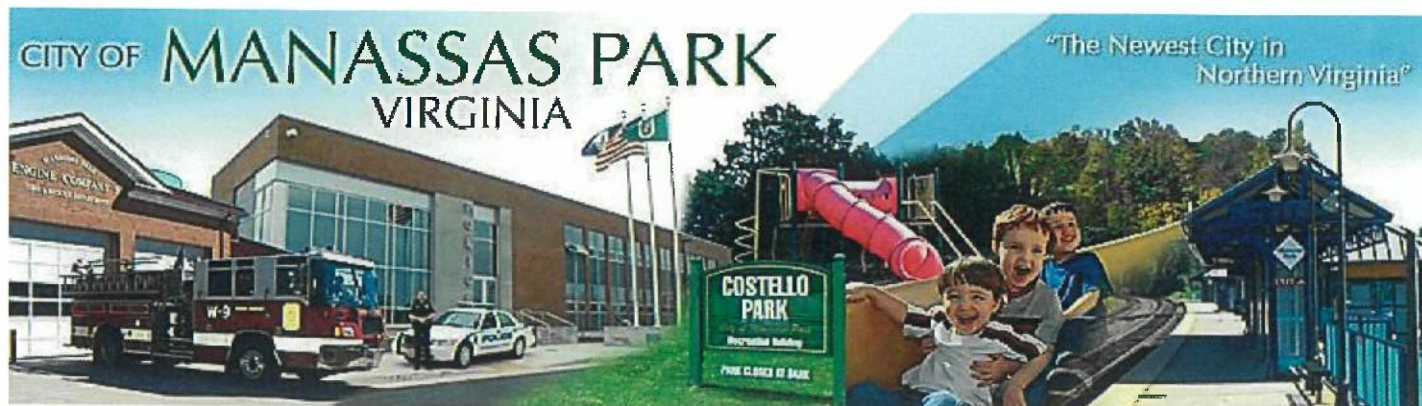
Knowledge, Skills and Abilities

- In-depth understanding of governmental accounting principles (GASB).
- Proven experience supporting or leading financial audits in a public sector environment.
- Strong analytical, problem-solving, and organizational skills.
- Ability to work independently and manage multiple priorities with minimal supervision.
- Excellent communication skills, both written and verbal.
- High level of integrity and attention to detail.

ADA Compliance

The City of Manassas Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Manassas Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

1. Requires sedentary work, with brief periods of standing or walking, and some dexterity in operating office equipment.



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2. Requires normal visual acuity, field of vision, hearing, speaking, and color perception.

Authorized Hiring Range: \$95,000 - \$125,000

If you are interested in becoming a member of our team, you must complete an application form and submit it to the City of Manassas Park, Human Resources Department, 100 Park Central Plaza, Manassas Park, VA 20111 or fax/email: 703-335-0053 / humanresources@manassasparkva.gov

You may obtain an employment application by going to the following link:
<https://manassaspark.rja.revize.com/forms/3556>

Application Deadline: August 11, 2025

The City of Manassas Park is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.