



## **Accountant**

### **Starting Salary: \$70,000**

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Primarily remote with occasional on-site client visits; Virginia-based

Berkley Group is seeking a driven, detail-oriented Accountant to join our growing Public Finance Division. If you thrive in a collaborative environment, enjoy solving financial challenges, and want your work to make a real impact for local governments and public organizations, this role offers the perfect blend of autonomy, purpose, and professional growth.

#### **ABOUT THE ROLE**

As an Accountant with Berkley Group, you'll be a key contributor in delivering high-quality financial services to our public sector clients. You'll support a wide range of accounting functions from financial reporting to audit preparation to ERP implementation, helping clients strengthen their financial operations and ensure compliance with GASB and GAAP standards. You'll work closely with the Director of Public Finance and a supportive team committed to excellence.

#### **ESSENTIAL RESPONSIBILITIES**

- Support localities with pre-audit and audit preparation, ACFR reporting, payroll, and related accounting tasks. May be required to lead these efforts for clients.
- Assist with training on financial systems, procedures, and policies to improve efficiency and accuracy. May be required to use systems of record on behalf of clients.
- Maintain organized financial documentation and filing systems for clients.
- Contribute to month-end activities and basic financial reporting.
- Manage sensitive and confidential financial information with professionalism.
- Provide general support for the Public Finance Division and assist with special projects as assigned.

#### **KNOWLEDGE**

- GASB standards and GAAP principles.
- Chart of Accounts and state reporting requirements.
- ACFR preparation.

#### **SKILLS**

- Technical expertise with accounting principles.
- Exceptional attention to detail and accuracy.

- Strong organizational and time-management abilities.
- Analytical and creative problem-solving skills.
- Excellent interpersonal skills for effective client and team collaboration.

### **ABILITIES**

- Maintain confidentiality and handle sensitive information with discretion.
- Work independently and as part of a remote team.
- Follow established procedures and company policies.

### **EDUCATION & EXPERIENCE**

Bachelor's degree and four (4) years' experience working in accounting, bookkeeping, or auditing preferred. Any equivalent combination of education, experience, and training will be considered. Experience in local government and/or public-school finance is a plus. Proficiency with Microsoft Office (Excel, Teams, SharePoint) is necessary. Experience with navigating various financials systems is necessary. Experience with BAI/Bright, Tyler Munis, OpenGov, Oracle, or Workday is a plus.

Berkley Group offers health and dental insurance, 401(k) plan, HSA Account, Paid Time Off, and paid holidays.

### **HOW TO APPLY**

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Submit a cover letter, resume, salary expectations and three professional references to Jenelle Richards at [jenelle.richards@bgllc.net](mailto:jenelle.richards@bgllc.net). This position is open until filled.

Berkley Group is an Equal Opportunity Employer.