

**ACCOUNTING COORDINATOR**  
**DEPARTMENT OF HUMAN SERVICES**

The City of Newport News Department of Human Services is seeking an energetic, knowledgeable, team-oriented Accounting Coordinator to join its fiscal operations team. The Accounting Coordinator is responsible for coordinating and supervising complex and difficult accounting and fiscal operations activities of the Fiscal Operations Division. Coordinates and oversees the preparation of accounting records and reports; reconciles accounts as needed, to include accounting and payroll records, posting and verifying accounts payable and receivable ledgers. Provides effective fiscal supervision and administration through budget preparation, the monitoring of expenditures, staff development and training, succession planning and performance management. Oversees departmental grant reporting to include expenditures, revenues and filings as required. Serves as a liaison to agencies at all levels. Requires a Bachelor's Degree in Accounting, Finance, Economics, Business Administration or a related field and 1 – 2 years of progressively responsible accounting or financial management experience or an equivalent combination of education and experience. The anticipated hiring range salary is \$42,016 - \$50,419. To view additional information and to apply, please visit [va-newportnews.civicplushrms.com/CareerPortal/Jobs.aspx](http://va-newportnews.civicplushrms.com/CareerPortal/Jobs.aspx) before October 19, 2017. EOE