

Accountant

\$38,146 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Financial and Management Services seeks an individual to perform responsible accounting work for the maintenance of a complete and accurate general ledger.

Responsibilities: Compute, prepare, and input data for journal entries; reconciles accounts, sub-ledgers, and system modules to the general ledger; process expenditure and revenue transfer requests. Coordinate and prepare cash balancing with the Treasurer's Office for the County and its fiscal agents; prepare bank and investment reconciliation for fiscal agent and bond accounts; provide assistance to independent auditors for financial statements and records; and, review monthly financial reports of the County and its fiscal agents for accuracy. Prepare routine to complex schedules, research, account analysis or other work necessary for preparation of financial statements, ledgers, reports, or taxes. Review various documents for sufficient funding, coding, and compliance with county procedures; and, prepare, review, monitor, and analyze accounts such as receivables and payables for accuracy.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in Accounting or related field and some accounting experience using complex financial systems; local government accounting experience preferred. Considerable knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; Governmental Accounting Standards Board (GASB) statements; principles and processes for providing customer service.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>