



**COUNTY OF YORK**  
HUMAN RESOURCES  
120 Alexander Hamilton Boulevard, Second Floor  
P. O. Box 532  
Yorktown, VA 23690  
757 890-3687  
[employment@yorkcounty.gov](mailto:employment@yorkcounty.gov)

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## Accountant II

**SALARY:** \$40,107.00 - \$46,399.00 Annually

**OPENING DATE:** 12/21/17

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Performs professional accounting work in the Division of Accounting and Financial Reporting. Duties include monthly and quarterly reconciliations and analyses, as well as monthly and year-end closing activities for the general ledger; prepares standard and correcting journal entries; maintains or assists with the County capital asset reporting; assists with the annual audit and the development of the Comprehensive Annual Financial Report; assists with developing and maintaining internal accounting procedures following generally accepted accounting principles. Monitors and reconciles medic transport fee recovery billings and receipts; assists with reconciling monthly health and dental insurance bills and monitors activity statements.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting, business administration, or related field, and 3 years of experience in general accounting, preferably governmental accounting, or any equivalent combination of education and experience

Must have comprehensive knowledge of governmental accounting, auditing, and financial reporting.

Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards (GAS) required.

Must possess excellent oral and written communications skills.

Requires personal computer experience using Microsoft Office, including strong Excel and Word skills. Experience using Tyler Munis financial software desired.

**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of automated office machines including computers, calculators, fax, scanner, typewriters, copiers, etc. Sedentary work involves sitting most of the time, but involves walking or standing for periods of time. Work involves some lifting of boxes of paper, reports, and files, usually no more than 5 -10 pounds.

For a more detailed description: [View Document](#)