

September 15, 2021

Virginia Beach is one of America's favorite resort destinations, and to those of us who live here – a true "**Community for a Lifetime.**" We are proud of our diverse economy, highly skilled workforce, low tax rates, great neighborhoods, and highly rated schools. Add to that our gorgeous beaches, diverse shops, and restaurants, as well as our cultural and recreational offerings and you will want to make this your community too.

The City of Virginia Beach has been recognized by many organizations and publications, including "One of the Best Places to Live in America," one of the "Top Five Best Managed Cities in the Nation," and according to the Wall Street Journal – one of the "Best Run Cities in the United States."

Department/Division: **Public Works - Business Center**

Working Title: **Accountant I/II/III**

Requisition ID: **35101**

Starting Salary: **See below**

Starting Salary: **Depending upon Qualifications**

This position is in the Public Works Business Center and may be filled as an Accountant I, Accountant II, or Accountant III, depending on qualifications of the selected candidate.

Accountant I: Pay range - A.7, \$47,299.20 - \$71,676.80, DOQ.

Conducts routine research, analysis, development, and summarization of financial information for independent audit purposes and financial reporting and perform the financial administration and reporting of routine federal and state grants. [Click here for the full job description.](#)

Accountant II: Pay range - A.9, \$52,208.00 - \$79,123.20, DOQ.

Conducts the complex research, analysis, development, and summarization of financial information for audit purposes and certain financial reporting; perform the financial administration and reporting of complex federal and state grants; review all capital project contracts. [Click here for the full job description.](#)

Accountant III: Pay range - A.13, \$63,606.40 - \$96,387.20, DOQ.

Conducts and coordinates difficult and complex research, analysis, development, and summarization of certain financial information for audit purposes and financial reporting; and assist in the administration of the federally mandated annual financial and compliance audit on all city and school federal receipts. [Click here for the full job description.](#)

Work Schedule: Monday - Friday **Occasionally, will require working beyond normal hours.**

Application Deadline: September 30, 2021

Job Duties:

Representative duties for this position include, but are not limited to:

- Conducts and coordinates difficult and complex research, analysis, development, and summarization of certain financial information for audit purposes and financial reporting.
- Develops complex worksheets and researches and analyzes financial documents and records to develop complex schedules and working papers on departmental financial information for the Department Director and Finance Office.
- Assist with developing financial reports for internal and external auditors, City Council, and city departments.
- Assists in the coordination of the department's annual budget
- Assists in the implementing of generally accepted accounting principles to maintain the Certificate of Performance in Financial Reporting from the Government Finance Officers Association and an unqualified opinion from the independent auditors on the city's Comprehensive Annual Financial Report.
- Prepares monthly management reports for divisional and utility leadership to ensure accurate financial data is available for decision-making
- Understands and applies GASB principles to department's accounting procedures and financial reporting.
- Ensures departmental compliance with the city's financial standards, processes, policies, and legal requirements in addition to Virginia Public Procurement Act and Virginia Prompt Payment Act.
- Provides excellent customer service while furnishing information to other city departments, vendors, and public. Maintains professionalism and communicates effectively with internal and external customers.
- Serves as a member of the divisional leadership team and represents the department on various internal and citywide teams.
- Other individual assignments will be determined by the supervisor based on current workloads and departmental needs and within the scope of the required skills for this position.

We are looking for someone who is:

- Detail-oriented, multi-tasker, problem solver, and self-reliant
- A strong communicator, both orally and written
- Able to create and deliver complex financial analysis and reports
- Able to apply sound judgment research and compile data into an organized, meaningful format and report
- Able to use sound judgment in applying procedures, policies, codes, and laws

- Establishes effective working relationships and reaches consensus on complex problems

Official City Job Description:

[https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Accountant I 01795.pdf](https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Accountant%20I%201795.pdf)

Minimum Requirements:

Accountant I: Bachelor's degree in Accounting or related OR an equivalent combination of education (above high school level) and/or experience equivalent to four (4) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Accountant II: Bachelor's degree in Accounting or related AND three (3) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Accountant OR an equivalent combination of education (above high school level) and/or experience equivalent to seven (7) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Accountant III: Bachelor's degree in Accounting or related AND six (6) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Accountant OR an equivalent combination of education (above high school level) and/or experience equivalent to ten (10) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Please come join our team; if you're interested in a challenging career working with a dedicated team of professionals serving the city that consistently ranks as one of the best places to live, visit the City of Virginia Beach employment site at <https://www.vbgov.com/employment>.

For a full job description and application instructions, please visit www.vbgovcareers.com and search for Requisition #35101. **EOE.**