



City of Fredericksburg, Virginia

**VACANCY ANNOUNCEMENT**  
**ACCOUNTANT I – DEPARTMENT OF FINANCE**  
**Starting Salary: \$52,312 DOQ**

Under general supervision of the Director of Finance, performs professional accounting work for the City. Assignments involve reviewing and analyzing financial transactions and documents; reconciling accounts and/or transactions; posting transactions and/or preparing reports on financial activities and accounts. Primary job function will include reviewing and processing Accounts Payable. Performing other related assignments as required.

Successful applicant will be customer service oriented with an attention to detail, and will have a Bachelor's degree in accounting or a related field; or any equivalent combination of training and experience, which provides comparable knowledge, skills and abilities for the position. Experience with Tyler Munis software preferred. Driving record, credit, and criminal background checks required.

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to **City's Core Values**. The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

While the position is open until filled, completed City applications and resumes should be submitted before 11:59 pm on **Friday November 26, 2021**.

Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: [www.fredericksburgva.gov](http://www.fredericksburgva.gov)

City of Fredericksburg  
Human Resources Department  
715 Princess Anne Street, Room 217  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
[HR@fredericksburgva.gov](mailto:HR@fredericksburgva.gov)

