

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **ACCOUNTANT I**

**Salary: \$52,852.80 – \$87,214.40**

The successful incumbent in this position will perform professional level accounting and compliance work in preparation and analysis of accounting records, reports and statements. Performs technical and administrative tasks in the processing and maintenance of financial and related data.

**Hiring Range: \$52,852.80 – \$70,012.80**

## **GRANT / COMPLIANCE ACCOUNTANT**

Duties include grant research, invoicing, monitoring, reconciliation of expenditures and revenues from Local, State and Federal grants; processing and reconciliation of grant cash receipts, accounts receivables, and revenues; preparation of reports to granting agencies to ensure compliance; preparation of the Schedule of Expenditures of Federal Awards (SEFA / Single Audit) according to U.S. OMB Uniform Guidance (Title 2, Subtitle A, Chapter II, Part 200); monthly reconciliation of general ledger accounts to subsidiary ledgers; monitor revenues and expenditures to ensure compliance with adopted budget and accounting policies, Federal, State and local laws and regulations, contracts and grants; monitor accounting and regulatory guidelines and standards to ensure compliance; coordinate with Federal and State regulators and grantor agencies; develop and maintain City compliance program including standards, policies and procedures and training initiatives. Additional duties include bank reconciliations and assistance with preparation of capital project schedules' grant funding section; preparation of supporting schedules for annual audit and statistical tables for Comprehensive Annual Financial Report (CAFR); assist with adherence to financial data retention policy; assist with monthly financial close process; assist with Enterprise Resource Planning (ERP) software implementation and/or routine upgrade processes and policy/procedure development and training. Assist with other accounting functions as required, including accounts payable and payroll.

Bachelor's degree in Accounting, Finance or a related field; supplemented by experience with Federal and State grants, governmental accounting, compliance, and bookkeeping; or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the functions of the job.

**To apply, complete the City application at <http://www.manassascity.org/hr/jobs>**

This position is open until filled.

**EOE M/F**