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Position Description

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Accountant II

Working Title **Treasury Accountant II/III**

Department/Division **City Treasurer - City Treasurer**

Job Type **Full Time**

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Requisition ID:

36003

Work Location:

Treasurer - Municipal Center

Pay Range:

Accountant II: A.9, \$52,208.00 - \$79,123.20; Accountant III: A.13 , 63,606.40 - 96,387.20

Starting Salary:

Depending upon Qualifications

Work Schedule:

Monday - Friday (8am - 5pm)

Part Time Hours/Wk:

Job Open Date:

1/11/22

Application Deadline:

Job Duties:

The City of Virginia Beach Treasurer's Office is responsible for the billing and collection of over \$1 billion in revenues from various sources including but not limited to taxes, licenses, fees, permits, and federal and state grants. The Treasurer's Office is looking for a motivated, dynamic, detail-oriented professional to join our team as an Accountant II/III. As a member of the Treasurer's Office, the Accountant II/III is instrumental in ensuring that the City's receivable and revenue collection systems reflect all transactions in an accurate, complete, and timely manner and in compliance with City, State, and Federal regulations.

The selected candidate for this position may be classified as an Accountant II or Accountant III depending on qualifications and experience of the selected applicant. The Accountant III will have supervisory responsibilities. Starting salary will be the minimum of the applicable job title.

Duties include:

- Perform complex reconciliations for multiple bank and technology systems' accounts containing a high volume of transactions and large dollar amounts. Work with Finance and various other City departments to properly recognize revenues and resolve discrepancies.
- Research and analyze financial documents and records to develop schedules and auditable working papers on financial information such as property taxes or other financial data for independent auditors, City Council, and City departments.
- Prepare financial and compliance reports, including the monthly State Cardinal certification reports and the annual State Compensation Board budget.
- Review, approve, and report on the reconciliations of the daily cash received, bank deposits, tax exonerations and refunds, electronic funds transmission, and data transfers on daily, monthly, quarterly, and annual basis as required.
- Perform analyses of general ledger accounts, to include reconciliations of tax accounts receivables, liability accounts, and revenue accounts; make adjusting entries in the City's Oracle ERP system to ensure the integrity of the financial system and compliance with accounting, federal, and state guidelines.
- Collaborate with information technology and financial business process teams to identify, diagnose, and resolve issues in the City's accounts receivable and payment systems.
- Perform monthly processing of financial transaction and financial reporting.
- Work independently to resolve complex issues related to reconciliations and revenue recognition.
- Provides excellent customer service while furnishing information related to billings, payments, and refunds to other city departments and the public. Maintains professionalism and communicates effectively with internal and external customers.
- Cross-train colleagues to provide adequate coverage during times of prolonged absences.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.
- Supervise staff in the Accounting department.

https://www.vb.gov/government/departments/human-resources/employment-vb.gov/job%20descriptions/accountant_III_-_General_01800.pdf

Official City Job Description:

https://www.vb.gov/government/departments/human-resources/employment-vb.gov/job%20descriptions/accountant_II_01798.pdf

Working Conditions:

<https://workingcondition-summary-prod.s3.amazonaws.com/B.004225.pdf>

Minimum Requirements:

ACCOUNTANT II MINIMUMS: Bachelors 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. SPECIAL REQUIREMENTS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

ACCOUNTANT III MINIMUMS: 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.

Additional Requirements:

DMV Transcript: Required
CDL: Not Required
DOT History: Not Required
CPS Check: Not Required
Physical: Not Required
Respirator: Not Required
Polygraph Review: Not Required
Psychological Screening: Not Required

Attachments Required: Cover Letter and Resume

Preferences:

Bachelor's degree in Accounting.
Three (3) years of accountant level experience performing the same or similar functions associated with this position including, but not limited, resolving complex financial issues, such as bank and system reconciliation problems and analyzing general ledger accounts to ensure the integrity of the financial system.
Experience working with internal and/or external auditors preparing auditable working papers on financial information such as property taxes or other financial data.
Accountant level experience reconciling general ledger accounts to include tax accounts receivables, liability accounts, and revenue accounts.
Accountant level experience working with revenue assessments and collection systems.
Experience with ERP financial systems (ex: Oracle Fusion Cloud, Banner, iNovah).
Experience using advanced functions in Microsoft Excel for data compilation and complex analysis, including creating spreadsheets involving formulas and pivot tables.
Experience collaborating with information technology and financial business process teams to identify, diagnose, and resolve issues in the City's accounts receivable and/or payment systems.
Three (3) years of supervisory experience, including hiring, performance management, goal setting, and training.

Special Instructions:

This recruitment is open until filled. Applications will be reviewed regularly and the recruitment will close to applicants once a candidate is selected. As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75

- Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
- Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.
- Please provide a copy of any certifications or related professional licenses.

VRS Contribution: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

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