



CITY OF CHARLOTTESVILLE
invites applications for the position of:
Accountant III (Senior) or
Accountant II

An Equal Opportunity Employer

Applications are only accepted online at www.charlottesville.org/jobs

CLOSING DATE: 01/26/18 at 5:00 PM EST.

**GENERAL
SUMMARY:**

This position may be filled as an Accountant III (Senior) or as an Accountant II depending on qualifications.

- **Accountant III (Senior) starting hiring range is \$44,428.80 to \$69,056.00 annually.**
- **Accountant II starting hiring range is \$36,737.63 to \$67,010.31 annually.**

Senior Accountant: Under limited supervision and a high degree of independence, plans, directs and supervises the activities of a professional accounting staff engaged in the performance, analysis, and review of highly complex, diversified accounting tasks for the City or a large City department; and performs related work as required. Positions within the Accountant III (Senior) class serve as a professional supervisor OR has City-wide responsibility for a complex accounting function.

Accountant II: Under general supervision performs a wide variety of moderately complex financial accounting and reporting tasks within area assigned area of responsibility; may supervise accounting staff and/or support staff; and performs related work as required. Positions within the Accountant II class perform professional full performance level work and carry out the full range of duties within financial accounting and reporting with limited guidance and more independence.

**ESSENTIAL
RESPONSIBILITIES
AND DUTIES:**

Accountant III (Senior):

- Reconciles all funds and accounts for assigned areas of responsibility; researches discrepancies, collection information, non-reconciliation of accounts, and reports findings to management in compliance with Generally Accepted Accounting Principles (GAAP).
- Leads planning, reviewing, preparing and monitoring routine and special monthly and annual budgets and budget projections for assigned areas of responsibility.
- Works regularly as a liaison to other agencies/departments and/or component units to provide information and to resolve accounting issues.
- Responsible for knowing and following accounting pronouncements issued by various regulatory bodies, such as the Governmental Accounting Standards Board (GASB), and recommends revisions to established policies and procedures as indicated.
- Recommends changes to existing departmental policies and procedures or new department policies and procedures. Determines how data impacts financial statements.
- Prepares and submits routine and special costing, audit, financial and budgetary analysis reports and statements for City, State and Federal agencies, as required.
- Provides, tracks, monitors, and verifies bank wire transfers, disbursements and appropriations for assigned accounts and funds, according to supervisor's instructions.

- Provides technical support and advice to external auditors and regulatory agencies; prepares and assist with review of annual audit and financial schedules for assigned areas of responsibility.
- Leads preparation and review of assigned portion of the CAFR (Comprehensive Annual Financial Report) for accuracy and completeness.
- Supervises staff or review the work of staff related to issues, procedures, and reporting.
- Conducts financial analysis and reports on efficiency and effectiveness of departmental financial programs.
- Conducts general ledger management, such as posting and reconciliation of accounts and journal transfers, of various departments' programs.
- Conducts internal audits of payroll, accounts payable, accounting, and grants.
- Completes special projects, as assigned.
- Trains and leads lower-level accountants, as assigned.
- Prepares and disburses customer and/or client accounting documents and correspondence and resolves inquiries by customers, clients and/or the general public for assigned areas of responsibility.
- Approves expenditures for assigned accounts, funds, and other financial areas of responsibility, as delegated by supervisor.

Accountant II:

- Performs assigned accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and applicable Federal and State regulations for assigned area of responsibility and accounts.
- Reconciles all funds and accounts for assigned areas of responsibility; researches discrepancies, collection information, non-reconciliation of accounts, and reports findings to supervisor or management.
- Assists in planning, reviewing, preparing and monitoring routine and special monthly and annual budgets and budget projections for assigned areas of responsibility.
- Coordinates and performs posting of payments, journal and/or ledger entries in accordance with GAAP for assigned areas of responsibility.
- Collects data to prepare and submits routine audit, financial and budgetary analysis reports and statements for City, State and Federal agencies as required.
- Provides, tracks, monitors, and verifies bank wire transfers, disbursements and appropriations for assigned accounts and funds according to supervisor's instructions.
- Performs data entry of all financial activities for assigned accounts and funds; verifies and reconciles accuracy of data entered.
- Follows departmental internal controls for management of assigned accounts and funds.
- Serves as a resource to management and support staff with accounting rules, guidelines and procedures; provides accounting support to other city departments as necessary.
- Assists external auditors with technical support and advice; prepares annual audit and financial schedules for assigned areas of responsibility.
- Prepares and disburses accounting documents and correspondence and resolves inquiries for assigned areas of responsibility.
- Approves expenditures for assigned accounts, funds, and other financial areas of responsibility as delegated by supervisor.
- Participates in the development of procedures and suggests data reporting changes.
- May review work of an Accountant I or other accounting staff.
- May be responsible for auditing payroll and other related human resources functions.
- Performs related tasks as required.

**EDUCATION,
EXPERIENCE AND
SKILLS:**

Accountant III (Senior) Qualifications:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field from an accredited college or university. (If no bachelor's degree, minimally two years of undergraduate coursework with two years of highly related experience may be considered equivalent.)
- Minimum of five years of accounting experience. Extensive experience working within an enterprise resource planning (ERP), database, or similar accounting system required. Experience with SAP preferred.
 - Skills: Expert knowledge of accounting theory, principles and practices; thorough knowledge of the laws, ordinances and regulations governing municipal finance; ability to read and interpret reports and policies and procedures; expert knowledge of Microsoft Office programs; expert level of use agency's systems and software with the ability to manipulate, write own reports, customize and teach others; ability to understand and follow complex oral and written instructions; ability to deal effectively with co-workers and senior management; ability to priority work and complete work under strict deadlines; ability to communicate ideas effectively, both orally and in writing; demonstrate cooperation and teamwork with all members of staff.

Accountant II Qualifications:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field from an accredited college or university. (If no bachelor's degree, minimally two years of college-level coursework with two years of highly related experience may be considered equivalent.)
- Minimum of two years of accounting experience. Experience with SAP or similar ERP system preferred.
 - Skills: Working knowledge of accounting theory, principles and practices; thorough knowledge of the laws, ordinances and regulations governing municipal finance; ability to read and interpret financial reports and financial policies and procedures; working knowledge of Microsoft Office programs and the ability to learn and effectively use agency's financial management systems and software; ability to understand and follow complex oral and written instructions; ability to deal effectively with co-workers and peers throughout the City; ability to prioritize work and complete work under strict deadlines; ability to communicate ideas effectively, both orally and in writing; demonstrate cooperation and teamwork with all members of staff.

**PHYSICAL
CONDITIONS &
WORK CONTACTS:**

Standard work environment.

Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The City's driving eligibility requirements. The City of Charlottesville is an Equal Opportunity Employer. Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities. You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.charlottesville.org/jobs>

For more information, please contact:

City of Charlottesville

Department of Human Resources

P. O. Box 911

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Job #171200016
ACCOUNTANT III (SENIOR) OR ACCOUNTANT II