

Accountant IV – Part Time

Part Time Regular
Charlottesville, VA, US

Salary Range: \$30.3000 Hourly Onwards

Albemarle County is seeking an experienced accountant to support complex accounting functions in the Department of Finance and Budget to work 20 - 25 hours per week. This is a part time position eligible for health benefits and leave accrual. Albemarle County promotes the education and development of its staff through training, networking opportunities, and certifications to include covering the costs CPA licensing for the successful candidate. This position is telework eligible per the County's Remote Work Policy, and the County will consider a flexible work schedule. Albemarle County employees must retain residency in the Commonwealth of Virginia.

Accountant IV

The Department of Budget & Finance

Part-Time
Eligible for Benefits, No VRS

Accountant IV

Performs complex professional accounting work in the review, maintenance and preparation of accounting and financial records. Work is performed under limited supervision and with a high degree of independence.

ESSENTIAL FUNCTIONS:

- Manages the preparation, analysis, review, and assignment of accounting transactions required for monthly, quarterly, and annual financial reports;
- Reviews, approves, and reports on the reconciliations of the cash, bank, investment, annuity, retirement, tax, P-card, and miscellaneous accounts of the County on daily, monthly, quarterly, and yearly basis as required; submits reports, as prescribes, to various federal, state, local, and other agencies;
- Assists in supervising the maintenance of the accounting systems, including the creation and execution of complex macros and other processes designed to manage mass change efficiently, and provides recommendations for assigned areas of responsibility;
- Provides technical support to external auditors and prepares required reports;
- Reviews current accounting procedures and recommends needed/continuous process improvements;
- Researches and provides financial data on request, works as a liaison to other agencies/departments to provide information and resolve accounting issues;
- Provides assistance to external clients/users of the financial systems;

- Manages the internal service funds accounting, including accounting for and distributing charges to user departments;
- Reviews and approves electronic fund transfers or serves as back up approver for transfers;
- Schedules and coordinates monthly financial transaction processing and periodic financial reporting;
- Performs internal auditing as needed or requested
- Performs other related tasks as required.

EDUCATION AND EXPERIENCE:

Bachelor's Degree and a minimum of 4 years of accounting experience involving the maintenance of complex accounting, financial, or statistical records required; alternate combinations of education and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of generally accepted accounting principles, governmental accounting standards, banking, and financial reporting. Knowledge of the laws, ordinances and regulations governing municipal financial matters, including Virginia Auditor of Public Accounts standards is required. Thorough knowledge of and proficient use of MSOffice Suite, including Excel. Ability to prepare complex financial reports and accounting records. Ability to establish and maintain effective working relationships with others; ability to effectively communicate technical concepts and ideas effectively, both orally and in writing.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Regular contacts made with individuals from: (a) other internal organizations units; or (b) outside organizations; or (c) frequent contact with the general public for purposes of exchanging factual information which may require some judgement or interpretation in order to be responsive to questions or applicable to a specific situation. Communication is usually cooperative in nature, with infrequent conflicts resolved by higher authority. Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines.

DEADLINE FOR APPLICATIONS: Position open until Tuesday, January 7, 2023.

PROCESS: For consideration, please submit a resume and cover letter when applying for this role.

Virginia Values Veterans

Albemarle County is a V3 certified organization.

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.