



COLONIAL HEIGHTS, CITY OF (VA)
invites applications for the position of:

Accountant

SALARY:	\$54,198.00 - \$93,042.00 Annually
OPENING DATE:	10/27/22
CLOSING DATE:	11/14/22 05:00 PM
DESCRIPTION:	

All applications received during the recruitment period will be forwarded to the hiring department for review and consideration AFTER the November 14, 2022 closing date.

Accountant: (*Hiring Range: \$54,198 - \$80,000*). Performs advanced fiscal control and accounting work for the City's Finance Department

EXAMPLES OF DUTIES:

- Reconciles the City's bank accounts on a monthly basis and monitors bank account activity on a daily basis. Monitors bank account activity on a daily basis to ensure the timeliness and legitimacy of transactions to the City's main checking and investment accounts.
- Reconciles bank account statements to the City's general ledger on a monthly basis, prepares adjusting journal entries and researches exceptions on a transaction basis.
- Provides oversight for all City grants to include the administration of all accounting records concerning the receipts, expenditures and balances of Federal, State and City funds.
- Accounts for all grants from the application to the close-out process to include tracking of all expenditures and revenues, verifying all expenditures are made within the guidelines of the grant, requesting appropriation of grant funds, preparing state and federal requests for reimbursements, maintaining supporting records and participates in audits by the issuing agency.
- Establishes and updates accounting systems, which process a variety of transactions, accounts, and reports; reviews and verifies accuracy of financial transactions performed; assists financial division in the preparation and maintenance of financial records and reports; ensures that all financial transactions are properly recorded in the computerized financial system.
- Creates monthly and quarterly reports for distribution to Department Heads and presentation to City Council. Analyzes data in reports and researches exceptions to known norms.
- Coordinates budget control and monitoring processes; assists department personnel with budget management; assists in the preparation, research, and review of the annual budget.

- Performs work involving the inventory of and accounting of fixed assets and surplus property, and records fixed asset transactions.
- Assists in preparing the annual budget and year-end audit.
- Processes general ledger corrections and updates the City's chart of accounts as needed.
- Serves as a back up to the Administrator of the City's Credit Card/Purchasing Card system. Issues and cancels cards, increases and decreases card limits following the procedures of the card policy. Responsible for remaining current on any changes within the card system/program and disseminating this information to City cardholders. Responsible for training City personnel and keeps training materials up-to-date; troubleshoots problems with card vendor; reviews and proposes revisions to the card policy as needed.
- Completes Credit Applications for new vendors.
- Reviews all transactions for correctness from both an auditing and policy prospective.
- Analyzes and implements internal control procedures. Provides guidelines on and interpretation of policies and procedures in the resolution of discrepancies, problems or questions of other departments and/or outside agencies.
- Develops and evaluates policies, procedures and practices to be utilized by department employees; and provides financial reporting to City department heads.
- Compiles detailed financial data from a variety of sources for periodic reports to the Director of Finance, State and Federal agencies, and other as required.
- Serves as a backup for essential functions in the Department, including payroll and accounts payable.
- Serves as a back up for Payroll preparation and administration.
- Serves as a back up for Accounts Payable to include performing all aspects of Accounts Payable including batch entry, checking, and preparing AP checks.
- Performs related daily tasks such as assisting department heads, preparing reports, and processing accounts.
- Addresses public and vendor inquiries.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- A Bachelor's Degree and over 3 years directly related professional and/or supervisory experience or Master's Degree and over 2 years directly related professional and/or supervisory experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Considerable experience working with complex automated financial systems and governmental accounting and reporting.
- Must have advanced knowledge of reconciliation processes.
- General knowledge of administrative practices, procedures, and equipment.
- General knowledge of and experience with computers and Microsoft Office software (Word, PowerPoint, Outlook), and demonstrated proficiency in working with Microsoft Excel.
- Individual must have excellent organizational skills with the ability to multi-task, with frequent interruptions while remaining organized and accurate; be highly professional, and able to occasionally work evening hours.
- Strong leadership, supervisory, organizational and customer service skills.
- Ability to work independently and in a team environment.
- Valid Virginia driver's license.
- Successfully complete a pre-employment medical screening and criminal background check.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The work is generally performed in an office environment. Typically, the employee may sit to do

the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colonialheightsva.gov>

Position #68-22
ACCOUNTANT
AS

PO Box 3401
Colonial Heights, VA 23834
804-524-8749

Accountant Supplemental Questionnaire

- * 1. Highest level of education?
 - High school diploma/GED
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
- * 2. How many years of accounting/financial experience do you possess?
 - No Accounting/Financial Experience
 - Less than 1 year of experience
 - 1 to 2 Years of experience
 - 3 to 4 years of experience
 - 5+ years of experience
- * 3. Do you have local government accounting experience?
 - Yes No
- * 4. If YES, please explain your local government accounting experience? *NOTE: If this question is not applicable, you must indicate N/A in the response area.
- * 5. Do you have experience with difficult cash and reconciliation processes?
 - Yes No
- * 6. If YES, please explain your experience: *NOTE: If this question is not applicable, you must indicate N/A in the response area.
- * 7. Do you have experience working on and creating spreadsheets in Microsoft Excel?
 - Yes No
- * 8. If YES, what is your level of experience?
 - Beginner
 - Intermediate

Expert

* 9. Please describe the Excel functions and capabilities with which you are familiar:

* 10. What is your yearly salary expectation for the Accountant Position?

\$54,198 - \$59,395

\$59,396 - \$64,593

\$64,594 - \$69,791

\$69,792 - \$75,187

\$75,188 - \$80,000

* Required Question