



**TOWN OF WARRENTON**  
**invites applications for the position of:**

**Accountant**

---

**SALARY:** \$24.85 - \$32.30 Hourly  
\$1,987.62 - \$2,583.90 Biweekly  
\$51,678.08 - \$67,181.50 Annually

**DEPARTMENT:** Finance

**OPENING DATE:** 12/01/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**General Definition**

Performs responsible professional work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under the limited supervision of the Director of Finance & Human Resources.

**Working Conditions**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

1. Prepares and assists with the maintenance of financial records; enters, verifies and checks data; processes budget and other financial accounts;
2. Prepares and analyzes complex financial reports and records;
3. Controls and maintains general ledger activity;
4. Reconciles accounts and prepares corrective action for revenue, expense and balance sheet accounts; reviews and authorizes journal entries, budget actions, adjusting entries and internal billings;
5. Prepares quarterly and yearly audit worksheets; compiles reports and provides additional financial information;
6. Assists in interpreting, applying and ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures;
7. Coordinates the preparation of certain schedules for the Comprehensive Annual Financial Report (CAFR);
8. Reviews and reconciles state and federal revenue postings and balances to the Auditor of Public Accounts' records;

9. Processes monthly close of the general ledger and prepares associated reports, including drafts of financial statements for the Director's review;
10. Maintains and accounts for all capital asset and debt schedules;
11. Assists with audit requests and year-end audit activities;
12. Assists in preparation of annual budget;
13. Processes purchase orders, verifying proper, coding, budget availability and compliance with all applicable policies;
14. Reviews weekly accounts payable;
15. Operates computer, calculator, and other standard office equipment incident to maintaining records;
16. Performs related tasks as required.

## **EDUCATION, EXPERIENCE & KSAS:**

### **Education & Experience**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or a related field and considerable accounting experience.

### **Knowledge, Skills & Abilities**

Thorough knowledge of governmental accounting and budgeting principles, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to understand and apply laws and established policies to the maintenance of financial records; ability to prepare complete and accurate reports from various accounting data; ability to analyze reporting data and make recommendations; ability to verify accounting documents and forms for accuracy and completeness; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

## **ADDITIONAL INFORMATION:**

### **Special Requirements**

Must possess satisfactory results of a pre-employment background investigation and credit check.

### **Disclaimer**

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://warrentonva.gov>

Position #12420-2020-1201  
ACCOUNTANT  
AD

21 Main Street  
Warrenton, VA 20186  
540-347-1101

[hr@warrentonva.gov](mailto:hr@warrentonva.gov)