



COUNTY OF YORK
HUMAN RESOURCES
224 Ballard Street
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757 890-3687

employment@yorkcounty.gov

Accountant I/II

SALARY: \$20.54 - \$22.12 Hourly
\$42,724.00 - \$46,006.00 Annually

OPENING DATE: 01/13/23

CLOSING DATE: Continuous

DESCRIPTION:

Performs professional accounting work within the Division of Accounting & Financial Reporting; performs monthly and quarterly reconciliations and billings; conducts complex professional accounting work involving the research, analysis, preparation and maintenance of financial information for the Annual Comprehensive Financial Report, and other financial reports, and for audit purposes. Develops complex worksheets and schedules in support of the various financial reports, and working papers for all funds in the budget. Assists with monthly and year-end closing activities.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in accounting, business administration, or related field, and some experience (6 months to 1 year) in general accounting, preferably governmental accounting, or any equivalent combination of education and experience which provides the entry knowledge, skills and abilities.

Applicants with 3 years or more of experience in accounting, preferably governmental accounting, or any equivalent combination of education and experience may be considered for hire in the capacity of Accountant II at a base salary of \$47,100.

Must have some knowledge of governmental accounting, auditing and financial reporting.

Some knowledge of Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards (GAS) required.

Requires personal computer experience using Microsoft Office, including strong Excel and Access skills. Experience using Tyler Munis financial software desired.

Must possess excellent oral and written communications skills.

SUPPLEMENTAL INFORMATION:

Serves as back-up for monitoring and reconciling Medic Transport Fee Recovery billings and receipts.

Assists the Division of Budget as needed.

Maintains a variety of records and reports, and performs other related work as required and assigned by Supervisor.

PHYSICAL DEMANDS:

Must be physically able to operate a variety of automated office machines including computers, calculators, fax, scanner, typewriters, copiers, etc. Sedentary work involves sitting most of the time, but involves walking or standing for periods of time. Work involves some lifting of boxes of paper, reports, and files, usually no more than 5 -10 pounds.

For a more detailed description: [View Document](#)

AN EQUAL OPPORTUNITY EMPLOYER

The County of York reserves the right to close or withdraw this position at any time.

Apply online at <http://www.yorkcounty.gov/humanresources>

Accountant I/II Supplemental Questionnaire

- * 1. Do you have a bachelor's degree in Accounting, Business Administration, or a closely related field?
 - Yes
 - No
- * 2. List your highest level of education, major field of study, and the type of degree received. If you have not received a degree, please list the number of semester hours completed at the time of your application.
- * 3. List any accounting certifications or designations you hold below. If you do not have these certifications, type "None".
- * 4. How many years of experience do you have in professional-level accounting or finance?
 - None
 - Less than 1 years
 - 1 to 2 years
 - 3 years or more
- * 5. Do you have professional level experience with the following accounting transactions?

- Performing financial cycle closings of a general ledger
 - Preparing journal entries
 - Reconciling trial balance accounts
 - Preparing cost allocations
 - None of the above
- * 6. Which best describes your experience with governmental accounting, auditing, and financial reporting?
- None
 - Some Experience
 - Experienced
 - Expert
- * 7. Which best describes your experience with generally accepted accounting principles?
- None
 - Some Experience
 - Experienced
 - Expert
- * 8. Which of the following best describes your level of proficiency with Microsoft Excel?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 9. Which of the following best describes your experience with accounting for capital assets (fixed assets)?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 10. Which of the following best describes your level of experience with a financial software system such as Tyler Munis?
- None
 - Beginner
 - Intermediate
 - Advanced
- * 11. Will you accept the beginning salary offered for this position? If no, please be sure to enter your preferred starting salary in the Preferences Section of the application.
- Yes
 - No
- * 12. Why do you want to work for York County government?
- * 13. Were you encouraged to apply for this particular position by a current York County government employee? If so, please write their full name and the department or division they work in below. Otherwise, write N/A.
- * 14. Are you a current York County government employee? (This does not include the employment with the Offices of General District Court, York-Poquoson Social Services, Colonial Behavioral Health, or York County Schools)
- Yes
 - No

* Required Question