

Accountant

The County of Augusta is accepting applications for a newly created position of Accountant I in the Finance Department. This position will be responsible for accounting and related preparation and/or maintenance of fiscal records. This position will be responsible for but not limited to:

- Processing weekly accounts payable checks as needed for all entities in which the County is responsible.
- Assisting with the financial software conversion
- Reconciling bank accounts
- Maintaining fiscal files and related records
- Preparing and posting journal entries to the subsidiary and general ledger
- Assisting with monthly and annual financial reporting
- Assisting with the annual budget process
- Preparing state and federal reports
- Grant management and fiscal oversight
- Other related tasks as required

The ideal candidate will have:

- Understanding of GAAP accounting Principles
- Proven accounting experience
- Ability to process and reconcile accounts.
- Ability to generate and review monthly reports
- Competency in MS Office, databases and accounting software
- Hands-on experience with excel spreadsheets to include creating, data entry, formulas and pivot tables
- Excellent analytical and mathematical abilities
- Accuracy and attention to detail is a must
- High level of integrity and trustworthiness
- Strong written and oral communication, as well as excellent interpersonal skills
- Deadline driven with excellent time management skills
- Organizational skills
- Experience with ERP Software, current system is BAI Bright, but converting to Tyler Munis
- Ability to work independently and without supervision when required.

Education:

Candidates will have any combination of education and experience equivalent to graduation from an accredited college with major course work in accounting or related field. Thorough knowledge of accounting terminology, methods, and procedures and considerable experience in accounting and/or bookkeeping.

This position has a hiring range of \$53,161 - \$57,148 based on experience and qualifications. The County offers an excellent fringe benefit package including retirement, group life insurance, health insurance, and a paid time off program.

County applications can be downloaded from our website at www.co.augusta.va.us. Completed County application with resume can be emailed to hr@co.augusta.va.us. Only applications with an attached Resume will be considered. This position will be open until filled. The County is an Equal Opportunity Employer.