

# Staunton City & Schools

## Accounting Supervisor: City of Staunton (1100)

### JOB POSTING

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#### **Job Details**

Posting ID **1100**  
Title **Accounting Supervisor: City of Staunton**  
Description CITY OF STAUNTON

#### **ACCOUNTING SUPERVISOR**

**The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Accounting Supervisor. Come join the dedicated professionals serving this dynamic city and its citizens. The Accounting Manager is part of the team in the Finance Department. The City of Staunton offers excellent benefits and a wide range of amenities. Staunton, with a relatively low cost of living, is known for its history, architecture, arts, and cultural and culinary delights.**

“One of the prettiest and most progressive towns in the South” and “20 charming mountain towns to visit this fall”- *Southern Living*

The City of Staunton is seeking a highly skilled and dedicated individual who performs complex professional administrative work supporting the accounting, planning and organization of financial activities of the City of Staunton and Staunton City Schools. Position has direct responsibility for school related accounting, accounts receivable management, accounts payable management, utility billing, and utility collections management.

This individual has extensive knowledge of: general laws and administrative policies governing municipal financial practices and procedures; the principles and practices of governmental accounting and; enterprise fund accounting, billing, and administration. The individual has extensive skills in computer applications and software related to fiscal management, spreadsheets, and data bases. The individual has the ability to: analyze, evaluate and report on complex financial systems; efficiently formulate and install accounting methods, procedures, forms and records; prepare informative financial reports; plan, organize, direct and evaluate the work of subordinate employees and; establish and maintain effective working relationships with department heads, government officials, and the public.

The Accounting Supervisor:

- Is responsible for the planning, coordination and operations of the utility billing and utility collection function;
- Is responsible for the planning, coordination and operations of other accounts receivable functions, including parking and general billing for the City and Schools;
- Is responsible for the planning, coordination and operations of the accounts payable function;
- Oversees the school accounting function;
- Verifies and posts daily cash sheets;
- Reconciles and analyzes cash accounts and investment accounts;
- Reconciles city and school bank accounts on a monthly basis;
- Prepares and approves journal entries;
- Performs unclaimed property due diligence and prepare annual filing;
- Reviews, records, processes and reconciles city fixed assets monthly;
- Reviews, reconciles, and files city grants;
- Plans, directs and participates in the accounting and financial record keeping for the City of Staunton and Staunton School Board;
- Prepares select schedules for annual consolidated financial report and related reports;
- Prepares financial policies and procedures, and monitors compliance;

- Administers and ensures compliance with all local ordinances, state and federal laws and grant program financial requirements;
- Analyzes data, makes recommendations and advises immediate supervisor and other department staff on financial compliance matters of the City and Schools;
- Exercises supervision over departmental staff and;
- Performs other related duties as assigned by supervisor.

Applicants must possess a college or university degree in accounting, finance, or business administration. Experience in public finance administration in a government or school setting preferred. Certified Public Accountant designation required.

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FLSA:	Exempt
Grade:	20
Salary Range:	\$90,000-\$100,000 DOE/DOQ
Start Date:	On or around mid to late November 2022
Reports To:	Chief Financial Officer

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The recruitment will remain open until the position is filled. Interested applicants should complete an online application to include a resume and cover letter. For questions or to request a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer  
 City of Staunton/Staunton City Schools  
 116 West Beverley St (Human Resources, 2<sup>nd</sup> Floor City Hall)  
 Staunton, VA. 24401  
 504-332-3914  
 vennjg@ci.staunton.va.us

Position Opened Until Filled.

**The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.**

<i>Shift Type</i>	<b>Full Time</b>	<i>Salary Range</i>	<b>\$90,000.00 to \$100,000.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>City Government</b>
<i>External Job Application</i>	<b>City of Staunton Application</b>	<i>Internal Job Application</i>	<b>Internal</b>
<i>Location</i>	<b>FINANCE</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>10/11/2022</b>	<i>General Start Date</i>	<b>10/11/2022</b>
<i>Internal End Date</i>	<b>11/15/2022</b>	<i>General End Date</i>	<b>11/15/2022</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

*Automatically Send  
Reference Check*    **Yes**

*Reference Check  
Form*

**Professional Staff Reference  
Survey**