



**GLOUCESTER COUNTY**  
invites applications for the position of:  
**Accounting Technician I**

**SALARY:** \$34,988.00 Annually

**OPENING DATE:** 12/10/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**Starting Salary \$34,988 +/- Depending on Qualifications**

Under supervision, performs fiscal control and governmental accounting work in the Finance Department to ensure County and School Board debts are paid accurately and on time. Duties include auditing, processing and reconciling invoices, purchase orders and P-card statements, and the preparation of associated reports. Employee must exercise independent judgment and initiative, and attention to detail in ensuring proper and timely payments. Reports to the Accounting and Budget Manager.

**EXAMPLES OF DUTIES:**

- Examines payment vouchers and related purchase orders (if applicable), and P-card statements and invoices for accuracy, appropriateness of charges, taxes and appropriate signatures; ensures discounts are applied and vendor payment procedures comply with County policies, procedures and ordinances; prioritizes invoices in accordance with probability of cash discounts as well as other terms of payment; verifies required supporting documentation (e.g. training application, receipts, etc.) is attached or submitted.
- Prepares invoices, vouchers, and P-cards for payment using a computer-driven financial management system; enters data for processing; calculates batch totals and reconciles with computer report.
- Computes batch totals by designated deadlines; generates cash requirements reports; coordinates payment of invoices and vouchers by completing necessary check request forms; secures appropriations from County Treasurer to cover expenses of accounts payable; develops and updates accounts payable tickler file.
- Assists with records management processes to ensure proper disposal of all records, files, and documentation according to Virginia State Library and Archives.
- Files and maintains a variety of financial and statistical records; compiles financial data into routine reports requiring use of a variety of accounting formats.
- Posts and files routine budget transfers and journal entries.
- Responds to inquiries from other departments and vendors regarding payment of invoices; researches information to determine current status; and explains County payment policies regarding remittance for goods and services.

**QUALIFICATIONS:**

Possession of a high school diploma/GED, supplemented by college-level course work in bookkeeping or accounting.

Two (2) to three (3) years of related accounting or bookkeeping experience. Additional education may be substituted for experience.

**SPECIAL REQUIREMENTS:**

To be considered for this position, your online application must include your cover letter, and resume.

A minimum of 3 professional references MUST be listed on the application. (Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity AND are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)

---

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.gloucesterva.jobs>

Position #032-12102020-01  
ACCOUNTING TECHNICIAN I  
EJ

6489 Main Street  
Gloucester, VA 23061  
(804) 693-5690

[hrdept@gloucesterva.info](mailto:hrdept@gloucesterva.info)

---