



CITY OF LYNCHBURG
 Department of Human Resources
 900 Church Street
 Lynchburg, VA 24504

[http://www.lynchburgva.gov/Index.aspx?
 page=429](http://www.lynchburgva.gov/Index.aspx?page=429)

**INVITES APPLICATIONS FOR THE POSITION OF:
 Capital Projects Accountant**

An Equal Opportunity Employer

SALARY

\$25.52 - \$33.66 Hourly \$53,081.60 - \$70,012.80 Annually

OPENING DATE: 06/16/22

CLOSING DATE: 06/30/22 11:59 PM

DESCRIPTION:

Financial Services is seeking a Financial Professional III to manage the City's Capital Projects Fund; the School Capital Projects Fund and the City's Capital Assets. Primary focus is to ensure that each project is recorded correctly in the City's Project module; maintaining the financial records for each project including all expenses and all funding sources along with all appropriations; and ensuring the City's assets are properly accounted for and recorded in the City's Capital Asset system. The qualified applicant must be proficient in Microsoft Excel, possess very strong organizational and analytical skills and must be able to handle competing priorities. Reports to the Assistant Director of Financial Services.

ESSENTIAL DUTIES

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties to provide direct or indirect service to the citizens may be assigned.

- Working with Project Managers in the City and Schools to set up new capital projects and maintain current capital projects
- Recording appropriation adjustments and expenditure transfer adjustments for capital projects
- Preparing and maintaining the City's 5 year Capital Improvement Plan (CIP)
- Preparing the Bond draw spreadsheets for City and Schools
- Working with departmental staff and School staff to prepare the City's annual CIP section in the City's annual budget document
- Completing required audit schedules including the Constructions Work In Progress (CWIP) schedules for City and Schools
- Maintaining the City's Capital Asset system ensuring additions, deletions and adjustments are accurate and documented

The applicant will also:

- Understand the implications of decisions;
- Analyze situations and use judgment within established policies and procedures;
- Display original thinking and creativity in making complex decisions;
- Recommend process improvement;
- Develop procedures for performing the duties of the position

Additional Duties and Responsibilities include:

- Other duties to provide direct or indirect service to the citizens may be assigned.
- When unusual situations occur and/or the City Manager declares a State of Emergency, all City employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.
- Depending on work assignment, may be required to perform a variety of duties in support of operational requirements and direct citizen service delivery such as acting as a back-up to other staff and response to weather-related and other emergencies, such as snow removal.
- May be required to work outside of normal work hours, to report to work during inclement or unusual weather or other conditions or to respond in other abnormal situations.

SUPERVISORY RESPONSIBILITIES

No supervisory duties.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting and 6-8 years related experience. Any combination of education and experience that qualifies a person may be considered in lieu of the more specific criteria listed above.

ADDITIONAL REQUIREMENTS

Must successfully complete IS100 and IS700 National Incident Management (NIMS) training within 90 days of employment. May also be required to complete higher levels of NIMS training as determined appropriate for the position.

Advanced Excel Skills

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lynchburgva.gov/Index.aspx?page=429>

OR

900 Church Street
Lynchburg, VA 24504

Job #02831
CAPITAL PROJECTS ACCOUNTANT
NC

Capital Projects Accountant Supplemental Questionnaire

- * 1. Describe how your education and experience have prepared you for this position.
- * 2. Do you have experience with accounting for Capital Projects? If yes, explain.
- * 3. How many years of governmental accounting experience do you have?

- * 4. What is your level of proficiency with Microsoft Excel?

- * 5. Describe your organizational skills.

- * 6. Do you have any experience with Capital Asset/ Fixed Asset accounting?

- * Required Question