

CITY OF VIRGINIA BEACH



The City of Virginia Beach's Finance Department is looking to fill the Accountant II position in the Risk Management Division.

Job Duties:

Research, analyze, and summarize various financial records to develop complex financial reports such as certain federal census bureau surveys, uniform financial reporting transmittal forms required by the Commonwealth of Virginia Auditor of Public Accounts, financial statements and statistical tables within the Comprehensive Annual Financial Report, Moodys' Investors Service Report and other financial reports for external entities.

Develop work sheets and research and analyze financial documents and records to develop schedules and working papers on such financial information as depreciation and loss on dispositions on internal service funds real property, water and sewer customer accounts and real estate and personal property bad debt expense, legal debt margin computation, trend analysis, and other such financial data for independent auditors, City Council, and city departments

Perform the financial administration and reporting of complex federal and state grants which includes the monitoring of grant expenditures and revenues and ensuring compliance with prescribed grantor requirements; communication with grantor agencies and grantee departments on federal and state guidelines and procedures, contracts, budget amendments, awards, compliance with legal, administrative, and budgetary requirements, and the research, development, and summarization of financial information for reporting to grantor agencies, reimbursement requests and cash draw downs.

Review and analyze claims and loss data. Responsible for the development and completion of the Risk Management Annual Report.

Coordinate the development, upgrade and maintenance of a computerized risk management system.

Prepare standardized and specialized reports as needed. Ensure all data is current and accurate.

Conduct statistical analysis of loss data to assist in the identification of operational problems and analyze claims data to determine trends within the City departments.

Develop reports of claims activities to provide current loss information to the Risk Management Administrator and appropriate department and division heads.

Assist in the allocation of risk management costs to the departments and assist in the development of the Risk

Management budget.

Perform various research projects as requested by the Risk Management Administrator.

Work with safety division to address existing or potential risks.

Perform other duties requiring the skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Minimum Qualifications:

Bachelor's degree in Accounting or related and three (3) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Accountant OR an equivalent combination of education (above high school level) and/or experience equivalent to seven (7) years in fields utilizing the knowledge, skills, and abilities associated with this position. SPECIAL REQUIREMENTS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Pay Range: \$ **\$50,918.40** - **\$77,188.80** Salary based on qualifications

For more information and to apply on-line by 1/29/21 go to www.vbgovcareers.com EOE