



Accountant

The City of Williamsburg's Finance Department is seeking a qualified professional to fill the position of Accountant. This position is primarily responsible for Accounts Payable functions to ensure accurate and timely payment of invoices, expense reports, and other reimbursement requests. Develops, implements, and maintains systems, policies and procedures relating to the account payable functions to improve operational efficiencies and strengthen internal controls. Duties include but are not limited to review of disbursement vouchers, entry into the financial system, issuance of payments and verification of compliance with city, state, and federal laws and policies. This position performs various administrative support duties and accounting activities related to the operations of the Finance Department and reports to the Director of Finance.

Education and Experience:

- Bachelor's degree in accounting or a related field are preferred; Associate's degree with coursework in accounting may be considered; or
- An equivalent combination of education and experience
- Thorough knowledge of routine accounting principles and practices

Preferred Qualifications:

- Previous accounts payable experience is preferred

*To apply and view complete job description, please visit our website.
williamsburgva.gov/jobs*

The City of Williamsburg is proud to be an Equal Opportunity Employer.

The City of Williamsburg requires all employees to be fully vaccinated for Covid-19 as a condition of employment for the health and safety of the community and staff.