City of Virginia Beach's Finance Department is seeking a Senior Accountant. Duties include:

- Research, analyze, and summarize various financial records to develop complex financial reports such as; certain uniform financial reporting transmittal forms required by the Commonwealth of Virginia Auditor of Public Accounts, financial statements, statistical tables, and notes within the Comprehensive Annual Financial Report and other financial reports for external entities.

- Develop complex worksheets and research and analyze financial documents and records to develop complex schedules and working papers on financial information such as pension and other postemployment benefits and other financial data for independent auditors, City Council and other city departments.

- Assist in the administration of the federally mandated annual financial and compliance audit on all city and school federal receipts, which includes the complex research, analysis, development, and summarization of all city and school federal grants, entitlements, and shared revenues; communication with the federal cognizant agency, federal grantor agencies, grantee departments, internal and external auditors on audit requirements and compliance matters.

- Assists in implementing generally accepted accounting principles to maintain the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association and an unqualified opinion from the independent auditors on the city's Comprehensive Annual Financial Report.

- Perform other job duties requiring 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.

Official City Job Description:


Minimum Requirements:

MINIMUMS: Requires any combination of education (above the high school level) and/or experience equivalent to ten (10) years in field such as professional accounting in such positions as principal accountant or senior accountant that utilize the required knowledge, skills and abilities. 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.
Additional Requirements:

DMV Transcript: Not Required
CDL: Not Required
DOT History: Not Required
CPS Check: Not Required
Physical: Not Required
Respirator: Not Required
Polygraph Review: Not Required
Psychological Screening: Not Required

Attachments Required: Cover Letter
Resume

Preferences:

Bachelor's Degree in accounting.
Experience with local government finance or similar department.
Comprehensive knowledge of GAAP, GASB, Federal and State laws and regulations.
Experience conducting complex research and analysis for financial projects.
Experience with detailed worksheets/working papers and communicating financial information.
Experience with ERP systems in a large organization.
CPA or other accounting certification.

Special Instructions:

• Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
• You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
• Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.
• Please provide a copy of any certifications or related professional licenses.

VRS Contribution: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

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