



STAFFORD COUNTY
Department of Human Resources
Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
GENERAL ACCOUNTANT 02992**

An Equal Opportunity Employer

SALARY

\$25.14 - \$33.94 Hourly \$52,291.20 - \$70,595.20 Annually

OPEN DATE: 08/20/21

CLOSING: Continuous

THE POSITION

This position performs general accounting duties, to include, balancing and reconciling various general ledger accounts for a variety of fund types, preparing and maintaining various financial schedules, and maintaining capital asset database and reporting system. The position also assists with accounts payable operations, with year-end audit, and financial report preparation.

Full position salary range is \$52,291.20 - \$88,899.20.

EXAMPLES OF DUTIES

- Prepares and maintains various financial schedules;
- Balances and reconciles various accounts;
- Prepares journal entries;
- Gathers, assembles, tabulates, and files financial data;
- Participates in preparation of financial and statistical statements;
- Assists with audit functions;
- Assists with accounts payable entry;
- Tracks construction/contractor payments and arranges for transfer of funds;
- Participates in the evaluation/development of accounting policies, procedures, and practices;
- Researches, updates, and maintains capital asset database and related transactions;
- Performs related tasks as required.

TYPICAL QUALIFICATIONS

- General knowledge of the principles and practices of local government finance operations;
- General knowledge of modern office practices and equipment;
- Proficient in the use of Microsoft Office-Excel for data analysis, accounting reconciliations, and other finance functions;
- Ability to prepare, interpret, and analyze financial records and reports;
- Ability to establish and maintain effective relationships with other employees, County officials, and outside resources;
- Ability to express ideas clearly, both orally and in writing.

SUPPLEMENTAL INFORMATION

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in accounting, and 2 years of experience in accounting and fiscal operations preferably in the public sector.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

P.O. Box 339,
Stafford, VA 22555-0339

EXAM #02992
GENERAL ACCOUNTANT 02992
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General Accountant 02992 Supplemental Questionnaire

- * 1. Describe your experience with fixed assets and construction in progress.

- * 2. What is your role in annual financial reporting?

- * 3. How many years of governmental experience do you have and with what type of government?

- * 4. Describe your experience in reconciling sub ledgers to the general ledger.

- * 5. Describe your computer experience.

- * Required Question