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**Job: IRC133888**

## Description

Job Title **Accountant I**

Location **Henrico, VA, US**

Organization Name **County of Henrico Department of Finance Accounting Division**

About Us

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

General Statement of Duties

Closing Date: This position closes on Tuesday, January 19, 2021.

Develops, reviews and modifies accounting procedures and supervises the installation of new or revised systems or procedures; does related work as required.

Essential Duties

Some knowledge with general accounting practices for cash recording and reconciliations, fixed assets, debt issuance and compliance; knowledge of pinciples, methods and practices of accounting; some knowledge of the principles underlying the laws, ordinances and regulations governing financial operations; some knowledge of modern

business management practices; some knowledge of data processing applications and procedures; ability to understand complex instructions, including federal regulations; ability to devise and apply modern accounting procedures; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to establish and maintain effective relationships with coworkers; good professional judgment.

#### Minimum Qualifications

Graduation from college with a bachelor's degree in accounting and, preferably, one (1) year of professional accounting experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### Additional Information

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

#### How To Apply

Closing Date: This position closes on Tuesday, January 19, 2021.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal through <https://henrico.us/services/jobs> or click on the Jobs link in the upper right hand corner of our main County page at <https://henrico.us>.

Minimum Salary **46339**

Maximum Salary **85243**

Currency **USD**

Main Organization **General Government**

[General Government](#)

Employment Status **Permanent Fulltime**

[Permanent Full-time](#)

Amount of Travel

Work At Home