



WHO WE ARE:

If you are looking for a challenging and exciting career with a **high performing** organization committed to preserving and protecting our planet's most valuable resource, then you will want to consider a career at Prince William County Service Authority.

We successfully blend meaningful public service with advanced business practices. We combine the best of public and private sector principles to create a **dynamic** yet financially stable work environment that recognizes individual and team contributions throughout the organization through **performance excellence**. We emphasize employee and **leadership development**.

ACCOUNTING TECHNICIAN I – (OPEN UNTIL FILLED)

Position Summary:

Performs basic to intermediate technical accounting work in the maintenance and preparation of financial records. Maintains routine schedules and reconciles various general ledger accounts. Researches, collects and analyzes data to prepare various detailed technical financial records and reports. Work requires technical understanding of accounts and accounting systems, controls and operations. May also perform administrative duties for the Division Director.

Position Responsibilities/Essential Job Functions:

- Serves in a fiduciary capacity for the Authority protecting organizational assets in an accurate, ethical and timely manner.
- Performs technical and highly detailed work in the preparation, review, and processing of journal entries, financial records and other related documents.
- Performs a daily review of all cash transactions and ensures all data is accounted for in the general ledger and matches posting to the bank account.
- Records all cash inflows and outflows to produce daily financial record for management.
- Prepares reconciliations of non-complex bank accounts to the general ledger.
- Performs billing of miscellaneous accounts receivable.
- Prepares letters and supporting schedules for reimbursement of project costs.
- Witnesses periodic cycle counts of inventory, facilitates research and communicated resolution of problem areas that arise.
- Performs data entry of banking transactions, such as ACH and wire transfers.
- Organizes and maintains various files.
- Types correspondence, reports, forms and other financial documents.
- May be deemed essential at any time.
- Performs other duties as assigned or required.

Essential Skills and Experience:

- Associate degree in accounting, finance or a related field.
- At least two years of progressively responsible technical accounting experience.
- Additional essential skills and experience may be viewed at www.pwcsa.org.

WHERE AND HOW TO APPLY:

For a comprehensive list of duties and job requirements, to learn more about this exciting opportunity and to apply for this position, please visit our website at: www.pwcsa.org/careers Deadline to apply: Open until filled. EOE.

BENEFITS:

Health, Wellness, and Work/Life Benefits

- Competitive Health, Dental, Vision and Rx Insurance Programs with low cost premiums
- Flexible work schedules for many positions to include telework
- On-site fitness center and a reimbursement program for wellness
- Flexible medical and dependent care accounts
- An Employee Assistance Program
- A full-time 37.5 hour work week

Financial & Retirement Benefits

- Highly competitive base compensation
- Participation in the Virginia Retirement System (VRS) retirement plan
 - Short and Long Term disability coverage included in the VRS retirement plan
- Life insurance policy paid for by the Service Authority & additional optional life policy to include dependents.
- 457 deferred contribution options
- Roth IRA option

Paid time off, Holidays and other leave

- Generous Paid Time Off (PTO) leave program; over 20 days per year.
- 13 paid holidays annually
- 2 Floating holidays per fiscal year

Professional Development Benefits

- College tuition reimbursement programs (Graduate & Undergraduate)
- Professional development training offered and paid for by the Service Authority
- Career Path opportunities for many positions
- Professional memberships paid for by the Service Authority