



## BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

### Title **ACCOUNTANT**

**Department** County Administration – Fiscal Management

**Location** 122 East Main Street, Bedford VA

**Hours** 8:30 am – 5:00 pm, Monday - Friday

**Description** Performs professional accounting and financial work for the County utilizing an integrated financial system. Performs detailed review, analysis, and reconciliation of financial activities, prepares financial reports, and completes financial assignments, with minimal supervision. Position may specialize in one of the following specific financial areas or may perform accounting work for a combination of financial/accounting functions: accounts payable, general accounting, grant monitoring, capital asset and/or capital project maintenance, nursing home. Responsible for the general supervision of assigned area(s). Performs related work, as required.

### Minimum Requirements

- Graduation from an accredited college / university with a bachelor's degree in finance, accounting, or closely related field and a minimum of two to five years' experience, preferably in government, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.
- Thorough knowledge of the theory, principles, and practices of accounting; general knowledge of accounting principles specifically related to governmental accounting; ability to analyze and interpret financial data in order to solve complex accounting problems; ability to express ideas clearly and concisely, orally and in writing; ability to take direction and offer technical advice in the field of accounting.
- Highly organized with ability to multi-task and complete high volume work assignments within tight time constraints with accuracy and attention to detail. Ability to read and comprehend instructions and correspondence. Proficiency in business English and spelling. Proficiency in the use of MS Office applications, including advanced word processing, spreadsheet, and graphics applications with accuracy and reasonable rate of speed. Ability to comprehend county, state, and federal policies, procedures and programs.
- Strong interpersonal / communication skills. Ability to work cooperatively in a diverse team and / or independently. Ability to establish / maintain effective working relationships with employees, county officials, vendors, external auditors and the public. Strong quality and service minded.
- Demonstrated experience in supervisory responsibilities with ability to plan, organize, and direct the work of subordinate employees.

### Preferred Experience

- Advanced degree in Accounting
- Certified Public Accountant

**Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment. *EOE / ADA / Minorities / Females / Vets***

**Hiring Range** \$ 48,560 - \$64,342 Actual salary dependent on qualifications and experience

**Apply** Online: <http://www.bedfordcountyva.gov/jobs> **Please provide cover letter, resume, and salary requirements.**  
In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523

**Date Posted** June 9, 2022

**Deadline** Open until filled

