



City of Virginia Beach – Senior Accountant

Job Title	Accountant III
Department	Department of Public Utilities, Business Division
Job Type	Full Time
Application Deadline	Open until filled
Work Schedule	Mon-Fri, 8am – 5pm, occasional nights and weekends may be required
Work Location	Reflections 1, 2809 South Lynnhaven Rd., Virginia Beach, VA, 23452
Pay Range	Accountant III – A.13 Minimum \$63,606.40 – Maximum \$96,387.20
Starting Salary	Depending upon qualifications
Apply Here	https://phg.tbe.taleo.net/phg02/ats/careers/requisition.jsp?org=VBGOV&cws=37&rid=34383

The Business Division of Virginia Beach’s Department of Public Utilities is seeking a self-motivated individual who enjoys a challenging work environment and desires to make a difference in our organization. In addition to supervising the two-person Accounts Payable team, the selected individual is responsible for the utility’s enterprise fund and billing accounting and related reporting, ad-hoc research and analysis, and statistical support. The position is integral to the department’s Finance Team which is committed to providing quality work products and excellent customer service.

Job Duties

- Supervises Accounts Payable, ensuring invoices are paid promptly, in adherence to contract terms, and in accordance with city policies. Responsible for team productivity, performance management, and workflow.
- Prepares monthly management reports for divisional and utility leadership to ensure accurate financial data is available for decision-making
- Research, analyze, and summarize financial records for various studies, the annual financial report, revenue bond sales and surveys.
- Creates and implements financial reporting and statistical tables used by management, state and federal governments, auditors, and citizens.
- Understands and applies GASB principles to department’s accounting procedures and financial reporting.
- Ensures departmental compliance with the city’s financial standards, processes, policies, and legal requirements in addition to Virginia Public Procurement Act and Virginia Prompt Payment Act.
- Performs routine revenue reconciliations and addresses accounting discrepancies between applicable customer and financial systems (Banner, iNovah, and Oracle).
- Tracks revenue collection to budget, monitors billing and payments associated with contracts, and conducts detailed revenue and expenditure analysis.
- Creates and maintains documentation of all cyclical processes as part of the standard operating procedures for the department’s financial roles. This includes daily, weekly, monthly, semi-annual, and yearly processes performed. Independently performs all cyclical tasks in accordance with the occurrence schedule to meet all expected or established deadlines.

- Provides excellent customer service while furnishing information to other city departments, vendors, and public. Maintains professionalism and communicates effectively with internal and external customers.
- Serves as a member of the divisional leadership team and represents the department on various internal and citywide teams.
- Other individual assignments will be determined by the supervisor based on current workloads and departmental needs and within the scope of the required skills for this position.

We are looking for someone who is:

1. Detail-oriented, multi-tasker, problem solver, and self-reliant
2. Able to anticipate organizational needs and recommend and implement effective procedures to address deficiencies in policies or processes
3. A strong communicator, both orally and written
4. Able to create and deliver complex financial analysis and reports
5. Able to research and compile data into an organized, meaningful format and report
6. Able to exercise sound judgment in applying procedures, policies, codes, and laws
7. Establishes effective working relationships and reaches consensus on complex problems
8. Ability to lead staff as it relates to accounting responsibilities

The diversity of our workforce enhances our ability to meet the needs of our citizens and we work hard to ensure a fair and inclusive workplace through our organizational values: quality customer service, teamwork, leadership and learning, integrity, and commitment and inclusion and diversity. The City of Virginia Beach is an Equal Opportunity Employer.