



SENIOR ACCOUNTANT

Town of Culpeper

Salary Range - \$52,907.46 - \$84,651.94

The Town of Culpeper's Treasurer's Office is seeking qualified applicants for a Senior Accountant.

Primary functions include: preparation and/or maintenance of financial records; facilitates the input and output of the accounting system including all required reports; reconciliation of bank transactions; coordination of deposits, ACH, wires, and lockbox transactions; maintains established internal controls per prudent fiscal policies and procedures, ensuring financial records are reconciled monthly and annually in coordination with annual audit; maintaining all capital asset and debt records and schedules; and perform related tasks as required.

Skills & Qualifications: Candidate must have comprehensive knowledge of principles of municipal accounting systems of accounts and encumbrances; thorough knowledge of the procedures for financial control and accounting under the requirements of the State Auditor of Public Accounts; ability to analyze and solve complex accounting problems; ability to follow and implement the accepted principal of government accounting; ability to work as part of a professional team and to interact with other Town employees when dealing with technical matters; ability to take direction and to offer technical advice in the field of accounting; ability to express ideas clearly and concisely, orally and in writing, ability to plan, organize and review the work of subordinates.

Education & Experience: Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in accounting, finance, or a related field and considerable experience in public finance administration, auditing, and/or financial reporting. Candidate must have a minimum of 3-5 years direct work experience in local government finance, accounting and/or auditing and have knowledge of governmental accounting standards.

Application and position profile are available at www.culpeperva.gov. Open until filled. Initial review of applications will be completed on April 14, 2021.

EOE