



[Town of Herndon, VA | Home \(herndon-va.gov\)](http://herndon-va.gov)

## **Senior Accountant**

- **Type: Full Time**
- **Salary/Pay Rate: \$65,000 - \$88,000 dependent on qualifications.**
- **HOURS:**  
**Monday - Friday**  
**8am - 5pm**
- **Work Location:**  
**777 Lynn Street, Herndon, VA 20170; Herndon Municipal Center**

### **BRIEF DESCRIPTION:**

Under supervision of the Accounting Supervisor, the purpose of this position is to perform accounting, various journal entries, bank and general ledger accountant reconciliations, miscellaneous receivable billings, cash receipt postings, financial reporting, assistance with the annual financial statement audit, and other administrative tasks for the Finance Department. This position will appeal to professional candidates that are self-driven, detail-oriented, creative, problem solvers, independent workers, and continuously driven to improve processes. Competitive candidates will have high ethical standards, excellent communications skills, and a positive attitude that adds value to the finance team.

### **DUTIES:**

- **Prepare all bank reconciliations and reconcile all pooled cash accounts monthly.**
- **Review and post all cash receipt batches daily.**
- **Prepares various journal entries required during the bank reconciliation process and others as assigned.**
- **Prepares and reconciles bi-weekly police supplemental retirement plan investment assets to the general ledger.**

- Prepares and generates bi-monthly miscellaneous accounts receivable billings. Monitors and reconciles outstanding receivables and performs appropriate collections activities.
- Prepares monthly miscellaneous receivables aging reports and reconciliation for review by supervisors.
- Prepares and reviews financial information posted to the general ledger and makes corrections as needed.
- Maintain and post building permits in the subledger system and import data into the general ledger system.
- Reconciles Parks & Recreation's monthly transactions between their system (RecTrac) and post associated journal entries.
- Prepares audit schedules, researches, and analyzes financial data for external auditors.
- Tracks bank and cash escrow accounts; scan and file all associated paperwork, and issue refunds when instructed.
- Manages the entire unclaimed property process, including monitoring outstanding accounts payable and payroll checks, conducting due diligence, and preparing and submitting reports and payments to the Commonwealth of Virginia.
- Performs other duties as assigned.

**REQUIREMENTS:**

- A bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or finance
- A minimum of three years professional accounting and/or auditing experience is required.
- Accounting experience working in municipal government entity strongly preferred.
- Certified Public Accountant (CPA) preferred.
- Experience working with Tyler Technologies' Munis product preferred.
- Valid driver's license with acceptable record.

Due to the nature of a government providing services to the public, the majority of the essential duties of this position are required to be fulfilled at the designated worksite in the town.

**Interested? Please use the link below to apply:**

[Senior Accountant | Careers | Town of Herndon, VA \(herndon-va.gov\)](https://www.herndon-va.gov/careers/senior-accountant)