



STAFFORD COUNTY
Department of Human Resources
Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
SENIOR ACCOUNTING TECHNICIAN 03035**

An Equal Opportunity Employer

SALARY

\$20.51 - \$27.69 Hourly \$42,660.80 - \$57,595.20 Annually

OPEN DATE: 11/18/21

CLOSING: 12/08/21

THE POSITION

Performs difficult technical and complex work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Level of independent work is greater than the Accounting Technician. Work is performed under general supervision. Supervision may be exercised over personnel.

The full salary range for this position is \$42,660.80 - \$72,529.60 to provide opportunity for growth and development.

EXAMPLES OF DUTIES

Maintains and processes department accounts, requisitions for purchase orders, and budget transfers; reconciling accounts; preparing budgetary and accounting records and files; purchasing, accounts payable and accounts receivable; posting journal entries and reconciling funds.

Helps facilitate department accounting functions;
Gathers, assembles, tabulates, checks, and files budgetary and other financial data;
Posts, checks, balances, and adjusts financial accounts;
Checks invoices, maintains financial, insurance, and statistical records and compiles reports;
Prepares State and Federal grant reports and tracks grant expenditures and reimbursements;
Maintains double entry bookkeeping system;
Reconciles bank statements and maintains petty cash;
Processes 1099s at year end;
Files various fiscal transaction documents;
May post budgetary information and produce budgetary reports;
Receives, counts, receipts, records, and deposits funds;
Oversees the processing of accounts payable and accounts receivable;
Prepares requisitions for purchases orders, and related correspondence;
Operates computer, posting data, payroll, payables, and budgetary information;
Checks and posts payroll sheet timecard;
Processes unclaimed property to the State, reconciles outstanding checks, works with Treasury department, corresponds with payees, files unclaimed property report and payment to State;
Assists with the maintenance of proffer funds;
Processes voided checks and reissuances during accounts payable process;
Maintains files for various fiscal transaction documents;
Searches documents for posting errors;
Collates, sorts, and compiles fiscal data in accordance with procedures;
Performs related tasks as required.

TYPICAL QUALIFICATIONS

Thorough knowledge of bookkeeping terminology, methods, and procedures;
Thorough knowledge of standard office procedures, practices, and equipment;
Thorough knowledge of governmental accounting principles, procedures, practices, and related data processing systems, equipment, and software;
General knowledge of employment laws;
Ability to understand and follow oral and written directions;
Ability to establish and follow detailed work procedures;
Ability to post accounts and to perform mathematical computations with speed and accuracy utilizing computer system;
Skills to use a variety of office machines;
Ability to navigate and operate financial accounting systems and related software;
Ability to communicate and establish effective working relationships with co-workers, supervisors, and the general public.

SUPPLEMENTAL INFORMATION

Any combination of education and experience equivalent to graduation from high school, supplemented by courses in bookkeeping and 5 years of experience in general office work involving maintenance of complex financial and/or statistical records.

Associate's Degree in related field is desired.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://staffordcountyva.gov>
OR
P.O. Box 339,
Stafford, VA 22555-0339

EXAM #03035
SENIOR ACCOUNTING TECHNICIAN 03035
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Senior Accounting Technician 03035 Supplemental Questionnaire

- * 1. Describe your computer experience, including accounting systems and Microsoft office.
- * 2. Describe your accounting experience and background.
- * 3. How many years of governmental accounting experience do you have?
- * 4. Describe your experience with 1099s and unclaimed property.
- * Required Question