

JOB OPPORTUNITY CITY OF MANASSAS

ACCOUNTANT, SENIOR

Salary: \$59,384.00 - \$98,009.60

The successful incumbent in this position will perform professional level accounting work in preparation and analysis of accounting records, reports and statements. Must possess exceptional interpersonal, organizational, time-management, and analytical skills. Performs technical and administrative tasks in the processing and maintenance of financial and related data.

Hiring Range: \$59,384.00 – \$78,686.40

Primary duties include processing bi-weekly payroll data: review time sheets for accuracy and research discrepancies or missing information; ensure accurate entry of hours, disability time, overtime, bonuses, retro pay, salary information, payroll deductions, sick leave and other data; process documentation relating to new employees, changes in pay or status, terminations, or other actions; process payroll-related payments to appropriate entities and prepare related journal entries; process payments for federal, state, social security, retirement, or other taxes; maintain tax ledgers and balance the ledgers to ensure accuracy; process payments for child support, deferred compensation, garnishments, and other benefits; disburse wages, taxes, and payroll deductions among different funds; balance retirement reports and process related payments; prepare mandated tax documents and reports, quarterly and yearly tax returns, W-2s, 1099s, etc., prepare, test and transmit related data, ensure accuracy of all information and timely submission of tax documents and reports.

Other duties include: a variety of complex bookkeeping functions; entering financial data into the City's Tyler Munis ERP system; account analysis and reconciliation; financial research; error correction; report generation; maintenance of financial records; bank reconciliations; preparation of supporting schedules for annual audit; assist with adherence to financial data retention policy. Will assist with ERP software policy and procedure development and implementation. This position works closely with Human Resources and City employees.

Bachelor's degree in Accounting, Finance, or a related field, supplemented by three years in payroll accounting required. Certified Payroll Professional current designation required. Governmental accounting experience and Certified Public Accountant (CPA) designation preferred. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the functions of the job is acceptable.

To apply, complete the City application at <http://www.manassascity.org/hr/jobs>

This position is open until filled.

EOE M/F