



**COUNTY OF YORK**  
HUMAN RESOURCES  
224 Ballard Street  
P. O. Box 532  
Yorktown, VA 23690  
757 890-3687  
[employment@yorkcounty.gov](mailto:employment@yorkcounty.gov)

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## Senior Accountant

**SALARY:** \$27.53 - \$31.84 Hourly  
\$57,252.00 - \$66,234.00 Annually

**OPENING DATE:** 08/26/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Conducts and coordinates complex professional accounting work involving the research, analysis, preparation, and maintenance of financial information for the Annual Comprehensive Financial Report, and other financial reports for audit purposes. Develops complex worksheets and schedules in support of the various financial reports. Performs professional accounting as a team leader. Work is performed under minimal supervision.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting, business administration, or a related field and 5 - 7 years of experience in governmental accounting, including ACFR preparation, or any equivalent combination of education and experience which provides the entry knowledge, skills, and abilities.

Assists with the planning and development of the County's Annual Comprehensive Financial Report (ACFR); develops complex worksheets and researches and analyzes financial documents and records to develop schedules and work papers on such financial information; assists in the administration of the annual audit which includes research, analysis, development, and summarization of all County and school funds.

Assists with review of staff's work for accuracy and completeness; assists in training assigned staff in the more complex aspects of the functions.

Provides recommendations in the development of procedures and practices of the Division of Accounting and Financial Reporting; works with County staff to develop and implement automated financial reporting processes.

Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards (GAS) required.

Must possess excellent oral and written communications skills.

Personal computer experience using Microsoft Office software required.

**SUPPLEMENTAL INFORMATION:**

This position requires the employee to attend occasional meetings outside of normal working hours.

**PHYSICAL DEMANDS:**

Must be physically able to operate a variety of automated office machines, which includes computers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

For a more detailed description: [View Document](#)

**AN EQUAL OPPORTUNITY EMPLOYER**

**The County of York reserves the right to close or withdraw this position at any time.**

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### Senior Accountant Supplemental Questionnaire

- \* 1. Do you have a bachelor's degree in Accounting, Business Administration, or a closely related field?
  - Yes
  - No
- \* 2. List your highest level of education, major field of study, and the type of degree received. If you have not received a degree, please list the number of semester hours completed at the time of your application.
- \* 3. List any accounting certifications or designations you hold below. If you do not have these certifications, type "None".
- \* 4. How many years of professional level experience do you have in accounting or finance work?
  - None
  - Less than 1 year
  - 1 to 3 years
  - 4 years or more
- \* 5. Do you have professional level experience with the following accounting transactions? (Check all that apply)
  - Performing financial cycle closings of a general ledger
  - Preparing journal entries
  - Reconciling trial balance accounts
  - Preparing cost allocations
  - None of the above
- \* 6. Which best describes your experience with governmental accounting, auditing, and financial reporting?
  - None
  - Some Experience
  - Experienced
  - Expert
- \* 7. Provide examples of formulas used with Microsoft Excel?
- \* 8. Which of the following best describes your level of proficiency with Microsoft Word?
  - None
  - Beginner
  - Intermediate
  - Advanced
- \* 9. Which of the following best describes your level of experience with a financial software system such as Tyler Munis?
  - None
  - Beginner
  - Intermediate
  - Advanced
- \* 10. Which best describes your experience with generally accepted accounting principles?
  - None
  - Some Experience
  - Experienced
  - Expert
- \* 11. Which best describes your experience with accounting for capital assets (fixed assets)?
  - None
  - Some Experience
  - Experienced
  - Expert
- \* 12. If you will accept the beginning salary offered for this position, type "Yes" in the box below. If you will not accept the beginning salary, enter your preferred starting salary.
- \* 13. Why do you want to work for York County government?
- \* 14. Were you encouraged to apply for this particular position by a current York County

government employee? If so, please write their full name and the department or division they work in below. Otherwise, write N/A.

- \* 15. Are you a current York County government employee? (This does not include the employment with the Offices of General District Court, York-Poquoson Social Services, Colonial Behavioral Health, or York County Schools)

- Yes  
 No

\* Required Question