

BEDFORD COUNTY

ACCOUNTANT (FULL-TIME)

Applications are being accepted for an Accountant to work in the Bedford County Fiscal Management Department located at 122 E. Main Street, Suite 203, Bedford, Virginia.

The Accountant will perform a variety of accounting and financial reporting tasks including, but not limited to: oversight of the accounts payable process and p-card program; account reconciliations; journal entries; and assistance with the preparation of the annual Budget and CAFR.

Ideal candidates will have knowledge of the principles and practices of governmental accounting and financial reporting; internal controls; automated financial systems and Microsoft Office software. The individual in this position must be capable of exercising tact, diplomacy, and courtesy when dealing with the public and others within the organization.

Successful candidates will have a Bachelor's degree from a four-year college or university in accounting or a related field plus 2-5 years of progressively responsible related experience. The individual must have the ability to work accurately and independently, meet deadlines, maintain confidentiality and handle multiple projects.

Applications are available on our website: www.bedfordcountyva.gov and are also available at the Bedford County Human Resources Department, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Applications will be accepted until the position is filled. Only interviewed applicants will be notified when position is filled. Annual salary is competitive DOQ. EOE, ADA