

## **School Accounting Manager**

The County of Amelia is accepting applications for a full-time salaried position of School Accounting Manager. This person shall be a liaison between the County and the School Superintendent. The successful applicant shall be able to oversee one accounting technician, who performs the accounts payable and payroll functions. They must also be able to perform those same duties. Other specific duties shall include the successful completion and submission of monthly, quarterly and annual reports as well as a monthly reconciliation with the County Finance Director. They are further responsible for completing, submitting and tracking any and all grant money, including state and federal reimbursements. A working knowledge of RDA Systems, Inc. or other like product is preferred. The successful applicant must have and maintain a valid Virginia driver's license. Position salary is in wage band 8 (\$45,000 to \$60,000) and shall be based on qualifications. Interested individuals shall obtain an employment application and a detailed job description from either the Office of the County Administrator, 16360 Dunn Street Suite 101. This information can be obtained as well from the Amelia County website ([www.ameliacova.com](http://www.ameliacova.com)) under the "jobs" tab. Applications can be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 until 5:00 PM on September 15, 2017. Amelia County is an EOE and maintains a drug free workplace. Drug testing and background check is required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561 3039.