

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 assisting in the preparation of monthly, quarterly and year-end financial reports, as well as, monthly expense summaries. They are further responsible for reviewing and tracking reimbursement activities for all local, state and federal expenditures/grants. 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 may obtain an employment application and a detailed job description from the Office of the County Administrator, 16360 Dunn Street Suite 101. This information can also be obtained from the Amelia County website (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 February 15, 2019. 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.