



## **Accountant II #01798**

### **City of Virginia Beach – Job Description**

Date of Last Revision: September 24, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 11

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Conduct the complex research, analysis, development, and summarization of financial information for audit purposes and certain financial reporting; perform the financial administration and reporting of complex federal and state grants; review all capital project contracts.

### **Representative Work Functions and Responsibilities**

- Research, analyze, and summarize various financial records to develop complex financial reports such as certain federal census bureau surveys, uniform financial reporting transmittal forms required by the Commonwealth of Virginia Auditor of Public Accounts, financial statements and statistical tables within the Annual Comprehensive Financial

Report, Moodys' Investors Service Report and other financial reports for external entities.

- Develop work sheets and research and analyze financial documents and records to develop schedules and working papers on such financial information as depreciation and loss on dispositions on internal service funds real property, water and sewer customer accounts and real estate and personal property bad debt expense, legal debt margin computation, trend analysis, and other such financial data for independent auditors, City Council, and city departments;
- Perform the financial administration and reporting of complex federal and state grants which includes the monitoring of grant expenditures and revenues and ensuring compliance with prescribed grantor requirements; communication with grantor agencies and grantee departments on federal and state guidelines and procedures, contracts, budget amendments, awards, compliance with legal, administrative, and budgetary requirements, and the research, development, and summarization of financial information for reporting to grantor agencies, reimbursement requests and cash draw downs.
- Review all capital projects contracts as to content to determine compliance with federal requirements, if applicable, and the availability of appropriations for the contract amount.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

## **Performance Standards**

- Expeditiously and effectively conduct the research, analysis, development, and summarization of financial information.
- Accurately and diplomatically communicate both orally and in writing with grantor agencies and grantee departments on specific inquiries and with other city departments and staff in providing financial information.
- Thoroughly review capital projects contracts and recommend actions in accordance with city, state, and federal policies and procedures.
- Thoroughly complete related work as required in a clear and concise manner with all pertinent data properly documented.

## Minimum Qualifications

- Bachelor's degree in Accounting or related and three (3) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Accountant OR an equivalent combination of education (above high school level) and/or experience equivalent to seven (7) years in fields utilizing the knowledge, skills, and abilities associated with this position.

## Preferred Qualifications

- Master's degree in Accounting

## Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*