

SENIOR ACCOUNTANT

Finance Department

Annual Salary:
$80,000–$90,000 DOQ

Williamsburg, Virginia

Are you a detail-oriented finance professional who thrives on accuracy, analysis, and strong internal controls? Can you manage complex reconciliations, support financial reporting, and help ensure sound fiscal stewardship for a historic community? If so, apply to be the City of Williamsburg's next Senior Accountant!

We're looking for an exceptional accounting professional who is:

- Skilled in governmental accounting, reconciliations, and financial statement preparation
- Experienced in grant compliance and budget monitoring
- Comfortable working independently while supporting the Annual Comprehensive Financial Report and Budget Document

Help shape the financial future of one of America's most historic communities — read on to learn more about this opportunity!

Executive Recruitment Provided by SGR

ABOUT THE COMMUNITY

Founded in 1632, Williamsburg is one of America's most recognizable and historically significant communities, serving as Virginia's Colonial Capital from 1699 until the American Revolution. Today the City balances its rich colonial heritage with a progressive vision for the future, welcoming more than six million visitors annually while offering residents an exceptional quality of life.

Located along the Interstate 64 corridor midway between Richmond and Virginia Beach, Williamsburg offers the charm of a walkable, small-town community with convenient access to larger metropolitan amenities. The City is home to William & Mary, Colonial Williamsburg, Merchants Square, nationally recognized museums, and numerous cultural attractions, along with outdoor recreation at Waller Mill Park and miles of walking and biking trails.

The City's organizational culture emphasizes innovation, collaboration, and outstanding public service, offering meaningful work within a financially stable organization that values initiative, integrity, and continuous improvement.



POPULATION
15,861

MEDIAN HOUSEHOLD INCOME
$75,604

MEDIAN HOME VALUE
$428,100

AVERAGE MONTHLY RENT
$1,407

Tourism CLICK!

History CLICK!

GOVERNANCE & ORGANIZATION

Williamsburg operates under the Council-Manager form of government. Five at-large Council Members serve staggered four-year terms and appoint the City Manager, who oversees daily operations. The City employs approximately 248 full-time staff with an annual budget of approximately $116 million, providing:

- Public Safety, Public Works, and Utilities
- Finance, Human Resources, and Information Technology
- Planning, Parks & Recreation, and Economic Development



ABOUT THE JOB

The Finance Department serves as steward of the City's financial resources, overseeing accounting, treasury management, revenue administration, accounts payable, grants management, financial reporting, debt management, capital asset accounting, and regulatory compliance.

Reporting to the Director of Finance, the new Senior Accountant will:

- Compute, prepare, and input journal entries; reconcile accounts, sub-ledgers, and system modules to the general ledger
- Prepare complex schedules, research, and account analysis for financial statements, grants, and budget preparation
- Review federal, state, and local guidance to determine appropriate use of funding and monitor related transactions
- Assist in preparing the Annual Comprehensive Financial Report and the Budget Document
- Monitor expenses against approved budget allocations and notify management of significant variances

Job Description CLICK!

DEPARTMENT STRUCTURE

Divisions within the Department:

- Accounting
- Accounts Receivable/Payable
- Budgeting
- Payroll
- Procurement
- Real Estate Assessment
- Utility Billing
- Audit Coordination

QUICKFACTS

- **Employees:** 14
- **Department Budget:** operates within the City's $116 million annual operating budget

KEY PROJECTS FOR 2026

- Modernize financial operations through continued implementation and optimization of Tyler Enterprise ERP and related technologies
- Strengthen internal controls, accounting procedures, and financial policies to improve operational efficiency
- Build long-term organizational stability through succession planning, staff development, and reduced reliance on outside consultants

IDEAL CANDIDATE

The ideal candidate will have experience in governmental accounting, financial reporting, and municipal finance operations. They will demonstrate:

- Strong analytical skills and attention to detail in reconciliations and reporting
- The ability to work independently while managing multiple complex, deadline-driven tasks
- Advanced knowledge of GAAP and GASB standards, with the ability to apply them accurately in day-to-day work
- Proficiency in ERP/accounting systems and advanced Microsoft Excel skills, with strong written and verbal communication





EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Accounting or a related field from an accredited college or university
- Three (3) to five (5) years of finance/accounting experience, or an equivalent combination of education and experience
- Extensive experience within an ERP database or similar accounting system
- Valid Virginia Driver's License

Preferred:

- Previous government finance experience and knowledge of municipal finance laws and regulations
- Advanced knowledge of accounting/auditing theory, GAAP, and GASB statements
- Advanced proficiency in Microsoft Office programs

SALARY & BENEFITS

- **Compensation:** $80,000–$90,000 DOQ
- **Health Benefits:** Anthem Blue Cross Blue Shield medical, employer-paid life insurance, and short-term disability
- **Paid Leave:** Generous PTO, up to 240 hours annual leave accrual
- **Retirement:** Virginia Retirement System pension plan; 457 deferred compensation plan with employer match up to 4.25%
- **Additional Perks:** City-issued equipment, possible relocation assistance, workforce housing opportunities, retiree health insurance stipend



HOW TO APPLY

Apply Here

For more information on this position, contact:
Billy Owens, Senior Vice President, Executive Recruitment
billyowens@governmentresource.com | 972-989-3686

The City of Williamsburg is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. Applicants selected as finalists for this position will be subject to a comprehensive background check.