



Fauquier County Government – Accounts Specialist

Fauquier County Government is seeking a detail-orientated and experienced Accounts Specialist to join our Finance team. The ideal candidate will be responsible for handling various accounting tasks, ensuring accuracy and efficiency in billing processes.

Key Responsibilities:

- Monitor and ensure the accuracy of all billings and reimbursements, and that records are current.
- Coordinates with third-party biller to process refunds.
- Analyze and resolve billing disputes and answer questions from citizens.
- Analyze revenues and account receivable at month and year end
- Prepares and reconciles reports and monthly billing

Requirements:

- Knowledge of accounting practices and payment processes.
- Previous work experience in accounting/finance
- Excellent organizational and time-management skills
- Attention to detail and accuracy
- Strong analytical and problem-solving skills
- Associates degree in Accounting or Business Administration and 2 years of accounting or billing experience, or a Bachelors degree in Accounting or Business Administration preferred.

We offer a competitive salary and comprehensive benefits package to include but not limited to:

- Medical, dental, vision, and prescription coverage,
- Annual leave, sick leave, and 2 personal days accrued each fiscal year,
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary,
- 457B individual retirement plan
- Free health care through our Fauquier County Employee Wellness Center...and so much more!

To submit your cover letter, resume and application today, please visit jobs.fauquiercounty.gov