

CITY OF RAVENSWOOD
NOTICE OF JOB POSTING

The City of Ravenswood is seeking applicants for the position of General Accountant/Special Projects Manager. Applications are available at the City Municipal Complex, 1 Wall Street, Ravenswood, West Virginia, between the hours of 8:00 am and 4:00 pm, Monday through Friday, or on-line at:

<https://www.cityofravenswood.com/cityhall/page/employment-application>

Applications will be accepted until Friday, August 14th, 2026 at 4:00pm. Applicants may obtain a job description as well as information regarding compensation and benefits by contacting Director of Administration, Megan Thompson at 304-273-2621 or email megan@cityofravenswood.com



Job Title: General Accountant/Special Projects Manager

Reports to: Director of Administration

Salary Range: \$45,000 to \$65,000 (based on experience)

Summary:

The accountant position will report to and will primarily be responsible for general accounting duties such as auditing financial documents and procedures and reconciling bank statements. Successful candidates for this role should have previous experience as an accountant, preferably in governmental environment. The candidate must also have experience in large-scale project management.

Essential Functions:

- Sets up new vendors
- Sets up new accounts, reconciles accounts, and closes the monthly books
- Performs general accounting duties
- Prepare payroll and related tax reporting
- Comply with financial policies and procedures
- Prepares monthly balance sheets, income statements and profit and loss statements
- Maintains general ledgers
- Reconciles bank accounts and manages accounts receivable collections

- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit
- Performs other duties as assigned including, but not limited to special projects management (EEGF Projects, ARPA Projects, CDS Projects, etc..)

Required Skills & Abilities:

- Extensive knowledge of general financial accounting
- Understanding of and the ability to adhere to generally accepted accounting principles
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite or similar software
- Thorough knowledge of general ledger accounting and account reconciliation

Required Education & Experience:

- Associate's degree in Accounting, Finance or related discipline recommended
- Three to five years accounting experience and project management recommended
- Additional certification (CPA or CMA) recommended

Physical Requirements:

- Must be able to lift and carry up to 50 pounds
- Prolonged periods of sitting, standing and walking

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Fitness for Duty: Applicants given a conditional offer of employment must undergo a physical examination by a physician designated by the City of Ravenswood. Applicants must meet the standards.

The City of Ravenswood is an equal opportunity employer.