

# ACCOUNTANT

## ADMINISTRATION/CITY HALL

**REPORTS TO:** Finance Director

**FLSA STATUS:** Non-Exempt

**PAY GRADE:**

### **Purpose of Job**

The accountant performs professional accounting work for the local government, including maintaining financial records, preparing reports, monitoring budgets, and ensuring compliance with governmental accounting standards. This position supports accurate financial management and transparency in the use of public funds.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Prepares information on accounts payable, revenues, grants, and other specialized financial analysis for management reconciles bank statements; designs and maintains specialized and analytical reports for decision makers; provides financial information for revenue review, program review, and program audit; and assists with budget preparation and develops recommendations.

Performs accounting functions for assigned department or account: enters and posts financial data; prepares and approves journal entries; reconciles accounts' calculates data and enters data into computer systems; researches errors and makes corrections as required; ensures timely, accurate, and complete preparation of financial statements for internal purposes, or as required by various reporting authorities; maintains financial records; prepares tax forms; and prepares and submits mandatory reports.

Processes a variety of accounts payable documentation: receives, reviews and verifies invoices, purchase orders, requests for payment, refunds, sales taxes, travel reimbursements, and/or other items; reviews vendor invoices for accuracy, completeness and proper authorization; enters data into accounting system for payment; and administers purchasing card program and system permissions; prints, verifies, submits for signature and sends payments to vendors; and maintains related records.

Processes accounts receivable documentation: reviews cash receipts, escrow accounts, and other financial reports; records and reconciles to general ledger accounts; prepares journal entries; makes corrections or adjustments as needed; prepares spreadsheets; reviews and reconciles reports; and maintains all related records.

Assists auditors in conducting annual/periodic audits: obtains information, retrieves records, prepares reports, and provides other assistance as needed; assists auditors with comprehensive annual financial report; and researches and resolves problems with

annual audit.

Manages fixed assets for assigned area: monitors capital asset acquisition and disposal; maintains inventory records; updates fixed asset logs; verifies title, serial number, etc.; and prepares audit schedules and supporting documentation; participates in surplus auction; and maintains all related documentation and accounts.

Participates in special projects as assigned: researches, compiles and prepares reports; analyzes data and makes recommendations; serves on committees; and submits all mandated reports to regulatory agencies or others as required.

Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; and attends workshops and training sessions as appropriate.

Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

Has general knowledge of the policies, procedures, and activities of the city finances as they pertain to the performance of related duties. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations. Has comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors, and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the mathematical ability to handle required calculations. Is able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Has the ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the city. Has a good working knowledge of check/cash registers, bank/bond statements, reports, ledgers, balance sheets, etc., and procedures and methods as required in the performance of duties. Has knowledge of governmental accounting and bookkeeping, and relevant local, state and federal laws. Has skill in the use of various software packages. Has skill in the use of computers, calculators, typewriters, fax machines, copy machines, and other office equipment. Ability to communicate both verbally and in writing.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Finance, Accounting, or related field required; supplemented by three years of experience in financial accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including computers, calculators, fax machines, and other

office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light work. Attendance is an essential element of the job.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors. Requires ability to read a variety of registers (cash, check, etc.), statements, reports, ledgers, invoices, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to speak to people with poise, voice control, and confidence. Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including accounting terminology. Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize and determine percentages, compute discounts, interest, and perform calculations involving variables, etc. Requires the ability to inspect items for proper length, width, and shape, visually with office equipment (e.g, rulers, yardsticks).

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office equipment. Requires the ability to handle a variety of items such as computers, fax machines, typewriters, and other office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination. May require the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **EEO Statement**

The City of Cornelia is proud to be an equal opportunity employer. We encourage applications from all qualified individuals, regardless of race, color, national origin, sex, religion, age, disability, or any other legally protected status.