

POSTED: 01/02/2018

JOB OPENING

JOB TITLE: CITY ACCOUNTANT
DEPARTMENT: FINANCIAL
REPORTS TO: CITY ADMINISTRATOR
POSITION NUMBER: W44000-2
STATUS: EXEMPT

POSITION SUMMARY

This position primarily has day to day responsibility of accounting and payroll, oversight of accounts payable and cash receipts. The City Accountant will manage monthly closing processes, prepare and post journal entries, reconcile general ledger accounts, prepare monthly financial statements, quarterly payroll reports, reconciliation of bank accounts, analyze revenues and expense accounts, budgeting, Health & Wellness Coordinator, Safety Coordinator, Disbursement of SPLOST checks, prepare for year-end audit, HR along with other duties that may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting principles and practices, laws, rules, guidelines and regulations applicable to governmental accounting. Skilled in the use of computers, Microsoft Word, Accounting Software & Excel. Ability to make independent decisions with established accounting policies and procedures. Ability to prepare, analyze, interpret, present complex financial data, statements and reports. Ability to handle sensitive deadlines and use good judgment in prioritizing work assignments. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting preferred

Three (3) years experience in general or municipal accounting, Five (5) years preferred

A comparable amount of training and experience may be substituted for the minimum qualifications.

Valid Georgia Driver's License must be maintained during employment

Applications will be accepted until position is filled.

Apply at City of Auburn, 1369 Fourth Avenue, Auburn, GA or mail to Human Resources, P O Box 1059, Auburn, GA 30011 or Fax: 770-513-9255 or email: ccruce@cityofauburn-ga.org. A resume must be submitted with a city application available at www.cityofauburn-ga.org.

Offering a Competitive Salary of \$41,995.20 to \$45,198.40 and a Benefits Package.

The City of Auburn is an Equal Opportunity Employer & Drug Free Workplace