CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT

POSITION OPENING: 17-11 **Post Dates:** 9/06/16 – 9/19/16

Title: Accountant

Salary Range: $42,700 - $61,600

Location: Department of Administration - Accounting

Term of Appointment: Full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:
Responsible for assisting Director of Administration in maintaining City accounting systems and preparing financial statements and supportive data for annual audit.

Examples of tasks:

- Maintains current and accurate general ledger; analyzes accounts for the nature and accuracy of transactions and prepares and posts adjusting entries; prepares annual general ledger at fiscal year-end; produces reports for the Mayor, City Manager, City Council, and department heads.
- Maintains accounting records for all city funds; prepares financial statements and schedules and maintains schedules of cash and investment.
- Reviews cash receipts and deposits to reconcile general ledger and bank deposits.
- Prepares bi-weekly payroll deposit; performs electronic transfer of funds for payroll taxes.
- Reconciles monthly bank statements.
- Reconcile property tax and utilities receivables balances to subsidiary and general ledger; facilities deposits and reserve accounts.
- Prepares and mails quarterly 941 payroll report.
- Assists external auditors by preparing work papers and schedules, and analyzing account balances.
- Seeks bid requests for certificates of deposit; purchases and redeems certificates of deposit.
- Assists in monitoring and administering grant programs.
- Prepares special financial analysis as requested.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, business administration, finance or related field.
- Four (4) years as a senior accounting technician or eight years' experience to understand the basic principles relevant to the major duties of the position in accounting and auditing.
- Extensive knowledge of governmental fund accounting.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE