

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 20-41 **Post Dates:** 6/08/20 – 6/22/20
Title: Accounting Technician I
Salary Range: \$33,500-\$47,083
Location: Perry Finance Department - City Hall
Term of Appointment: Regular full-time
Probationary Period: 12 months

GENERAL NATURE OF WORK:

The purpose of this classification is to perform technical accounting and clerical work for assigned accounting functions. Work involves receiving, reviewing, and/or preparing accounting forms, performing data entry into automated financial information systems, and processing accounting documents.

ESSENTIAL JOB FUNCTIONS:

- Receives, posts, and processes financial documents for assigned accounting functions such as City-wide accounts payable and accounts receivable; reviews documents, verifying accuracy and calculations; inputs appropriate information such as vendor codes, account numbers, and transaction codes; makes copies of documents as needed and prepares documents for processing.
- Prepares financial documents and records for assigned accounting programs, ensuring accuracy and completeness; forwards documents for appropriate review, approval, and/or processing.
- Establishes and maintains accounting information in the automated financial information systems; posts information to include deposits, refunds, and payments; performs data entry for accounting transactions, verifies and updates batches; maintains automated files and databases; processes data to produce accounting documents; retrieves data for reports and/or records; and generates automated reports and records.
- Receives and/or generates accounting reports; reviews transactions and statements; reviews and reconciles assigned accounting functions; verifies that account information/balances accurately reflect accounting transactions and data entries; identifies discrepancies; notifies Accountant of journal entries needed to correct discrepancies.
- Establishes and maintains City-wide records and files; researches information in files upon request.
- Print checks or other accounting documents; obtains necessary signatures or approvals; distributes to appropriate parties/departments.
- Assists other departments and/or staff with accounting questions; explains policies and procedures; researches information upon request; assists other accounting staff as needed.
- Performs general clerical work in support of assigned duties, including answering telephones, assisting customers, copying and filing documents, and preparing records.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES):

- Position requires knowledge of bookkeeping methods and terminology, as well as routine accounting principles and practices, record-keeping and filing techniques.
- Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to use principles of fractions; and the ability to interpret graphs.
- Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form, as well as the ability to use a wide variety of reference, descriptive, and/or advisory data and information.

MINIMUM QUALIFICATIONS:

- Possession of a valid high school diploma or equivalent.
- One (1) year of accounting or book-keeping experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

PHYSICAL DEMANDS:

- Class E criteria job demand

WORK ENVIRONMENT:

- Standard indoor office facility

SUPERVISION RECEIVED AND/OR EXERCISED

- This position is supervised by the Finance Director. No supervisory duties are expected/required.

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FREE WORKPLACE**