

## CITY OF PERRY, GEORGIA

### JOB ANNOUNCEMENT

**POSITION OPENING:** 20-06                      **Post Dates:** 8/05/19 – 8/16/19 (or until filled)

**Classification Title:** Accountant

**Salary Range:** \$45,000 - \$63,000

**Location:** Department of Administration - Accounting

**Term of Appointment:** Regular/Full-time

**Probationary Period:** 12 months

#### **SUMMARY OF POSITION:**

The employee filling this position will perform responsible accounting work in maintaining all government financial records. Employee will balance books and complete reports to show such information as cash receipts and expenditures and accounts payables and receivables.

#### **DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Maintains current and accurate general ledger; analyzes accounts for the nature and accuracy of transactions and prepares and posts adjusting entries.
- Assists in preparing annual financial reports 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 investments.
- Reviews posted cash receipts and deposits to reconcile general ledger and bank deposits.
- Assists in preparing daily bank deposits.
- Reconciles monthly bank statements.
- Monitors daily account balances and prepares account transfers as necessary.
- Assists in maintaining City's Capital Asset Records, including asset tracking and recording of depreciation.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in accounting, business administration, finance or related field.
- Four years of demonstrated progressive accounting experience relevant to the major duties of the position in accounting and auditing or equivalent combination of education and experience.
- Extensive knowledge of governmental fund accounting.

#### **HOW TO APPLY:**

Internal Applicants: Submit cover letter and resume to Human Resources.

External Applicants: Submit Application for Employment to Human Resources. Resume may be added to application package.

This position requires pre-employment and post-accident drug screening.

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AND A CERTIFIED DRUG FREE WORKPLACE**