

Macon-Bibb County

POST DATES: 3/21/2016 until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Accountant		
JOB CLASS (GRADE): 20		SALARY: \$48,526.40
WORK WEEK: M – F		WORK HOURS: 8:30 am – 5:30 pm
DEPARTMENT: Finance		
DEPT. HEAD: Christy Iulicci	(X) REPLACEMENT	() NEW REQUIREMENT

SUMMARY:

The Accountant is responsible for applying principles of accounting to analyze and maintain governmental financial records utilizing appropriate accounting control procedures.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Maintains the general ledger, prepares and posts entries, reviews and approves journal entries, prepares monthly journal vouchers, reviews data for accuracy, prepares financial reports, and prepares year-end closing.
- Performs reconciliation of accounts and complex transactions.
- Preparation of reporting requests as required by governmental and other external agencies.
- Oversees the processing of travel advances and expense reports.
- Prepares selected grant reports for reimbursements and maintains records in accordance with federal and state laws.
- Assists internal and external auditors by providing data needed to complete audits.
- Administers billing for a wide variety of programs.
- Performs analysis of general ledger accounts for missing payments and incorrect entries.
- Capital Asset reporting and monitoring.
- Assist with review and processing of selected disbursements.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Accountant must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of generally accepted accounting principles and practices; preferable governmental accounting.
- Ability to check, verify and balance accounts to general ledger.

- Knowledge of applicable local, state, and federal laws and regulations pertaining to finance and accounting.
- Knowledge of methods and techniques of research, statistical analysis and report preparation.
- Ability to plan, coordinate, and organize work; set priorities and meet critical deadlines.
- Ability to communicate effectively both orally and in writing with members of all levels within the organization.
- Skill in using personal computers and relevant office programs.
- Ability to resolve problems in a timely, efficient, and effective manner.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Accountant should possess, at a minimum, a Bachelor's Degree in Accounting, Finance, or Business Administration; some experience in accounting is preferred; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Accountant may be required to travel on occasion.

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

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

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