
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, reconciliation of bank accounts, analyze revenues and expense accounts, prepare for year-end audit along with other duties that may be assigned.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist in preparation of the annual budget
- Enter and maintain budget
- Oversight of Cash Deposits and Account Distribution
- Prepare summary of revenue and post to GL
- Maintain all master bank activity for GL, ACH wire database, payroll, revenue, debit and NSF checks
- Maintain, reconcile and transfer funds on all customer advance
- Maintain Investments
- Maintain Chart of Accounts
- Prepare and Post Journal Entries
- Reconcile all Balance Sheets
- Prepare and maintain monthly financial statements
- Perform Financial Analysis and Reporting
- Maintain Fixed Asset/Capital Expenditure Accounting

(City Accountant – continued)

- Maintain SPLOST accounting – BC and GC
- Oversight of Batching/Entering, updating, selecting for payment, running checks, getting checks signed and mailed;
- Sign Checks
- Reconcile all bank accounts
- Prepare 1099's W2's
- Maintain and perform all payroll activities, including Quarterly Reports
- Coordinate all audits and making all appropriate GL changes
- Maintain Property and Casualty Insurance
- Coordinate Claims for Property and Casualty Insurance
- Maintain Group Insurances policies information;
- Coordinate Employee Insurance and Benefits;
- Maintain workers compensation policies and claims;
- Prepare Hiring and Termination Paper Work, Update Required Data Bases;
- Prepare Payroll Paper Work, Update Required Data Bases;
- Prepare Exit Paper Work, Arrange for Exit Interviews;
- Maintain Personnel Files in Accordance with Appropriate Governing Regulations;
- Update Personnel Manual
- Maintain Project ADAM;
- Coordinate Open Records Request
- Human Resources Manager

(City Accountant – continued)

- Coordinate Health and Wellness Program
- Coordinate Safety Program
- Performs other related duties as 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

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