

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Accountant I

Department: Finance

Pay Grade: 510

FLSA Status: Exempt

Job Code: F304

JOB SUMMARY

The purpose of this classification is for fiscal monitoring to develop, prepare, revise and/or maintain a variety of basic accounting and financial reports, statements, transactions and records in accordance with applicable laws, codes, statues, rules, regulations and ordinances. Employee receives general supervision by the Accounting Manager to perform tasks within a broad framework of policies and procedures

ESSENTIAL JOB FUNCTIONS

- Records cash deposits to the City on a daily basis, perform bank transfers as necessary, and journal entries for miscellaneous receipts.
- Assists with all aspects of fiscal year-end closing activities including the preparation of the Comprehensive Annual Financial Report, including all adjusting and closing entries.
- Prepares and updates basis schedules monthly related to unclaimed property; prepares related journal entries; prepares related returns to be filed to all states as required; researches requirements to maintain compliance. May be assigned to conduct audits of businesses licensed in the city to determine business license tax and other revenues by examining financial records and researching information obtained from other databases to ensure compliance with local laws.
- Coordinates the City's asset disposal process (GovDeals, etc).
- Performs monthly bank reconciliations of the central bank and trustee bank accounts.
- Prepares journal entries and enters into ERP (Munis).
- Prepares and reconciles hotel monthly entries and schedules.
- Tests ERP when patches/updates are made.
- Reviews Procurement Card journal entries.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Three (3) years of formal training and experience in financial analysis and actual experience in preparing financial statements that conform to those standards or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid State of Georgia Driver's License and a satisfactory Motor Vehicle Record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge and understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and knowledge of applicable laws, statutes, rules, codes, and ordinances.
- Basic understanding of generally accepted accounting principles (GAAP), theory, practice and standards established by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) relative to financial statement preparation, general ledger maintenance and reconciliation, and fund accounting.
- Knowledge of City, County and State laws and statutes concerning vehicle tags and titles.
- Knowledge of Business English, spelling and arithmetic.
- Skill in interpersonal, oral and written communications.
- Skill in decision making and organization.
- Ability to prepare statistical and financial information for business planning and evaluation. Strong computer skills including demonstrated experience in creating complex spreadsheets, word processing, e-mail and Internet applications required (Excel, Word, etc.). Skill in using automated and computerized financial systems.
- Ability to use standard office equipment such as computer, calculator, scanner, copy machine, etc.
- Ability to establish and maintain cooperative working relationships with peers, the public and manager.
- Knowledge of City organizational structure, processes, and inter-relationships. Ability to understand and carry out written and oral instructions. Ability to work independently in the absence of specific instructions.
- Ability to work in a team-oriented, problem-solving environment.
- Ability to make decisions in accordance with standard operating procedures and supervisory directions.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.