

## Job Title: Accounting Specialist

**Job Summary:** This position is responsible for assisting the Finance Manager with all accounting tasks, and the maintenance of Finance records.

### **Major Duties:**

- Processes accounts payable using accounting software;
- Prepares invoices for payment, generates payments and obtains signature of approval for expenditures;
- Communicates with the public, outside vendors and contractors to answer general questions and resolve particular issues regarding invoices and payments;
- Reconciles all Town bank accounts and benefit accounts to the general ledger; and performs journal entries as needed;
- Assists the Finance Manager in preparing monthly and year-end financial reports for Mayor, Council and Town Manager;
- Assists with development of the Annual Financial Report by conducting research and compiling supporting documentation for auditors;
- Assists the Finance Manager with Payroll;
- Provides requested data, reports and other necessary items to ensure the completion and accuracy of annual audits;
- Processes and distributes vendor tax forms on an annual basis; maintains files of all tax forms, 1099 tax forms annually and files necessary tax records with IRS;
- Coordinates workers compensation claims and audits;
- Analyzes monthly SPLOST expenditures and budget and provides report to Finance Manager and Town Manager;
- Assists the Finance Manager and Town Manager with annual benefits renewal; collects bids for annual benefits package, coordinates employee benefits surveys;
- Performs other duties as assigned.

### **Knowledge Required by the Position:**

- Knowledge of accounting principles, practices and procedures;
- Basic knowledge of municipal accounting administration;
- Effective written and oral communication skills;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Ability to organize data and compile clear, concise reports;
- Ability to operate a computerized accounting system;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with departmental personnel, other Town personnel, vendors and the public.

**Supervisory Controls:** The work of this position is performed under the general supervision of the Finance Manager.

**Guidelines:** Guidelines include municipal accounting principles and practices and Town

ordinances, policies and procedures.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Job Title: Accounting Technician (Continued)**

**Personal Contacts:** Contacts are typically with vendors, co-workers, elected and appointed officials and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** This work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting.

**Work Environment:** Work is performed in an indoor office environment.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Bachelor's Degree in Accounting or related field required; one (1) year related experience preferred; valid State of Georgia driver's license and satisfactory Motor Vehicle Record required; equivalent combination of education and experience.