



JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to maintain current and accurate accounting records for all city government financial transactions.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintains accounting records for all city funds to ensure financial information is maintained in accordance with generally accepted accounting principles.
- Prepares, reviews, and analyze financial reports to ensure that the Government's financial condition is in accordance with guidelines established by management.
- Monitors accounting and regulatory requirements for the Government to ensure compliance with federal, state, and local laws, regulations, and ordinances.
- Assists in cash management and investment decisions to ensure compliance with state laws regarding investments adequate liquidity to meet the Government's cash flow needs and to optimize investment earnings.
- Assists with audit preparation to ensure a thorough and cost-effective annual audit.
- Assists management and all levels of department staff with their questions regarding accounting, budgeting, grant administration, and other finance related topics via phone, email, or in person.
- Conducts key internal audit functions to assist in safeguarding the Government's assets against misappropriation.
- Assists with the Government's capital asset program to ensure proper recording of financial transactions related to capital assets.
- Monitors the Government's grant programs to ensure compliance with federal and state laws, regulations, and grant agreements.
- Reconcile 22 bank statements.
- Reconcile monthly installment fine analysis.
- AR Misc. Billing.
- Release liens placed on properties when paid.
- Enter property tax payments to the ledger.
- Prepares orders for the office.
- Prepares PO's for dept.
- Backup for AP. Tech.
- Performs related work as assigned.

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Minimum Education and Experience Requirements:

Requires a bachelor's degree in Business, Finance, Accounting or closely related field; Requires two years' experience in government accounting, finance or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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