



City of Quitman, Georgia
Staff Accountant
Job Description

Job Title: Staff Accountant
Department/Division: Finance Department
Reports to: Finance Director
Salary Range: \$35,000-\$45,000

JOB SUMMARY

This position works directly with the Finance Director assisting in accounting, reporting, budgeting, audit preparation and record keeping. The candidate must have advanced understanding of the Generally Accepted Accounting Principles (GAAP).

JOB RESPONSIBILITIES:

The following responsibilities are requirements for the position and DO NOT exclude other duties associated with the position.

- Assist the Finance Director with the development and preparation of the annual budget.
- Assist in preparation of the annual audit of financial statements, insuring timely and accurate completion.
- Ensures timely compliance reporting with local, state, and federal regulations, including preparation and filing of financial reports.
- Responsible for bank account reconciliations and journal entries for the same.
- Assist the Finance Director in helping to coordinate work activities, review status of work, exchange information, resolve problems, etc.
- Reviews the utility billing interface to the General Ledger and proper cutoff and completeness of transactions.
- Assist in development and implementation of financial policies and procedures for the municipality.
- Monitors and reviews maintenance of debt schedules, calculation and recording of interest and principal payments, broker fees and amortization of discounts and premiums.
- Participates in special projects as assigned that includes researching, compiling and preparing reports, analyzing data and will be expected to make recommendations and submit mandated reports to regulatory agencies or others as required.
- Stay current with relevant financial regulations, best practices, and industry trends recommending updates to City Financial policies and procedures, as needed.
- Must have a commitment to maintaining the highest level of integrity, transparency, and professionalism in all financial matters.
- Must be willing to accept other responsibilities as required.
- Understand the necessity of punctuality and attendance in job performance.



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KNOWLEDGE AND QUALIFICATIONS REQUIRED BY THE POSITION

- Bachelor's degree in Accounting (preferred) or a minimum of an Associate's degree in Finance.
- Three (3) to five (5) years of experience in a municipal/governmental environment (will consider a combination of both experience and education)
- Must possess strong communication and written skills.
- Must have strong interpersonal and customer service skills.
- Must have the ability to multi-task and work under pressure.
- Must be familiar with office software programs, and equipment/machines.
- Knowledge of Edmunds software preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

All interested candidates should submit an application, cover letter, resume and three (3) professional references via mail (City of Quitman, Human Resources Department, 100 West Screven Street, Quitman, Georgia 31643) or email: lmorrison@quitmanga.gov

The City of Quitman is an Equal Opportunity employer.