

# City of Clarkston

## POSITION DESCRIPTION

POSITION TITLE:	Accountant General Ledger	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Administration	JOB LEVEL:	22
GENERAL POSITION SUMMARY:	This position is responsible for maintaining financial and accounting systems and other administrative duties associated with the provision of municipal services in order to ensure that municipal financial transactions are processed in an accurate and timely manner.	<u>POSITION RELATIONSHIPS SUPERVISES:</u>	N/A
COST CENTER #:	General Administration	SUPERVISED BY:	Finance Director

**GENERAL DUTIES AND RESPONSIBILITIES:**

- To support the vision, mission and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.

**JOB SCOPE:** This position is responsible for providing financial and administrative duties associated with the management of general ledger accounts consisting of multiple governmental funds. These duties include analysis and review of various municipal revenue sources and license fees in order to ensure that municipal financial transactions are processed in an accurate and timely manner. Receives, verifies and reconciles financial transaction data in the City’s accounts receivable, accounts payable, general ledger accounts1

**MAJOR DUTIES:**

- Under the direction of the Finance Director, is responsible for maintaining the financial and record keeping systems and processing financial transactions associated with municipal services. The Accountant will collect money, issue receipts and record all transactions in the accounting system. He/she will maintain a current, accurate filing system to ensure that all records are secured.
- Receive, record and deposit cash.
- Assist in preparation of deposits for receipts.
- Responsible for maintaining Accounts Payables records for all City departments expenditures and payments for multiple funds including processing invoices for payments, coding invoices for general ledger entries in the accounting system.
- Maintains current and accurate balance of the related general ledger accounts and analyzes accounts for the nature and accuracy of transactions.
- Assists the Finance Director in preparing monthly Budget vs. Actual Expenditures reports for all funds, departments and
- Assists Finance Director in processing bi-weekly payroll information and data; reviews timesheets for accuracy, resolves discrepancies; inputs data into payroll system, verifies proper payment amounts; reviews and balances payroll;
- Performs related work as required.

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

# City of Clarkston

## POSITION DESCRIPTION

### Knowledge Required by the Position:

- Proficiency in Microsoft Excel Word and Powerpoint skills needed
- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge and application of computer hardware and software operations as they pertain to accounting and financial functions;
- Knowledge of municipal laws, policies, codes and regulations;
- Skill in the operation of modern office equipment and computer software;
- Skill in communicating detailed accounting information clearly and concisely;
- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records;
- Ability to make arithmetic computations and tabulations rapidly and accurately;
- Ability to handle confidential matters with discretion;
- Ability to gather, organize and analyze data from multiple sources; ability to prepare clear and concise reports and maintain important records;
- Ability to write clear, comprehensive explanatory texts to accompany financial reports;
- Ability to understand and follow oral and written instructions;
- Ability to produce verbal and written communications clearly and effectively;
- Ability to maintain sustained attention to detail and to work under the pressure of rigid deadlines;
- Ability to establish and maintain effective working relationships with City Manager, City employees, City officials and the general public.

**Supervisory Controls:** Work is performed under the general supervision of the Finance Director and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

**Guidelines:** Guidelines include governmental Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GAS), State and Federal laws and regulations governing municipal financial administration, City and departmental rules and regulations, and City ordinances, policies and procedures. These guidelines are clear and specific, but may require some interpretation in application.

**Complexity:** Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Work consists of using governmental accounting principles and related administrative and technical tasks.

**Scope and Effect:** This position is accountable for the accuracy and professional integrity of the City's financial systems, compliance requirements, financial reports and analysis, and advice given. Work is performed according to detailed and complex policies, regulations and/or accounting principles requiring some independent judgment in interpretation and application.

**Personal Contacts:** Contacts are typically with Finance Director, City Manager, City Clerk, Mayor, City Council, Department Directors, other City employees and the general public.

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

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

This document is provided by the City of Clarkston for the benefit of its employees. It is not a contract and does not create a contract of any kind. The City of Clarkston, at its sole discretion, may modify, suspend or terminate the document at any time, with or without notice. Final interpretation of the document and its provisions is the responsibility of the City Manager, or his designee.

