

Job Title: Accountant 3

Job Code: FIP022

Grade: K

Salary Minimum: \$44,998.81

Salary Midpoint: \$59,143.37

Salary Maximum: \$73,287.92

Description of Duties:

Under broad supervision, performs or oversees the development, implementation and monitoring of accounting activity for a department or agency. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports.

Essential Duties and Responsibilities:

- Serve in a lead role within Accounts Receivable unit
- Receives, maintains and tracks by spreadsheet various county revenue contracts
- Prepares and processes bank deposits and accounts receivable invoicing
- Enters routine financial transactions into the State of Georgia TeamWorks accounting system and reconciles entry daily
- Receives, controls, prepares, processes and records checks for bank deposits
- Manages collections process for revenue and creates aging reports
- Prepares monthly and year end reconciliations
- Collects expert request invoices and maintains expert database
- Assists with ad hoc financial spreadsheets
- Maintains and secures accounting files for retention.
- Opens and processes checks received in the mail and performs other clerical duties as assigned
- Review, investigate, and correct errors and inconsistencies in financial entries and reports
- Responds to questions and requests for information from customers, auditors, employees, and others
- Maintains financial records and documentation
- Vendor Liaison - submits all supplier change forms for new vendors and/or existing vendors
- Performs other duties as assigned or required.
- Serves at the pleasure of the Executive Director

THIS IS AN UNCLASSIFIED POSITION.

**THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A
REFERENCE CHECK.**

**PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR
CONSIDERATION.**

**The selected candidate must meet the advertised minimum qualifications and any other
qualifications specific to the job responsibilities.**

ENTRY QUALIFICATIONS:

Bachelor's degree in accounting and two (2) years of professional accounting job-related experience; or two (2) years of experience at the lower-level Accountant 2 (FIP021) or position equivalent.

PREFERRED QUALIFICATIONS:

- Knowledge of business operations in Accounts Receivable
- Skills using queries and pivot tables to monitor financial records
- Strong oral and written communication and presentation skills
- Strong interpersonal skills
- Ability to interact with all levels of management
- Excellent customer service skills
- Excellent analytical skills
- Intermediate experience using Microsoft office to include Word, Excel, and Outlook

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER