

CITY OF TEMPLE, GEORGIA Job Description

Job Title: Finance Accountant
Department: City Hall
Pay Grade: 21 non-exempt.

Major Function and Purpose: The City of Temple, located in Carroll County, GA, is seeking qualified candidates for the position of Finance Accountant. The Finance Accountant will be responsible for oversight of the Finance function for the City of Temple. The Finance Accountant will coordinate financial activities for the City Administrator and Elected Officials including ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures, and will initiate any action with the City Administrator as necessary to correct deviations or violations. The Finance Accountant will provide guidance and oversight to staff, daily, in the performance of finance tasks and responsibilities. The accountant will establish and maintain effective working relationships with all levels of staff, elected officials, auditors, agency representatives, and the public.

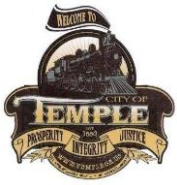
Duties and Responsibilities:

- Performs all operational responsibilities of the Finance function by sound government accounting rules and financial management principles
- Assists the City Administrator in developing, recommending, updating, and implementing financial policies and procedures
- Preparing valid and accurate accounting and financial reports
- Maintaining cash flow, monitoring taxation transactions, and budgeting
- Overseeing accounting and finance processes to ensure their accuracy and completeness as well as complying with accounting principles and city policy
- Prepares statements, oversees, and performs day-to-day accounting functions including Daily reconciliations, Accounts Payable, Accounts Receivables, Bank Reconciliations, Budget Reconciliations, and Financial Reports
- Prepares, analyzes, distributes, and presents monthly financial reports and executive summaries; attends meetings

Desirable Qualifications:

- Bachelor's degree in business administration, Public Administration, Accounting or Finance, or a related field
- 2 years or more of progressively responsible experience in governmental finance, accounting, or related field; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skill, and abilities to perform the job
- Must have a minimum of two (2) years supervisory experience
- Knowledge of governmental accounting practices, especially GASB requirements, and working knowledge of governmental financial accounting software systems

Salary: Based upon the qualifications and experience of the selected candidate; starting annual salary is expected to be in the range of \$39,520 - \$61,568 (Pay Grade 21). The City of Temple also offers employee benefits such as medical, dental, life insurance, disability insurance, paid sick and vacation leave, and pension benefits upon qualifying. Interested Candidates must submit a Cover letter, Resume,



5 job-related references, and a salary history not later than 5:00 pm on Friday, **February 23, 2024**, to the Human Resources Department, ATTN: Misty O'Reilly, City of Temple at moreilly@templega.us

(ADA) minimum qualifications or standards required to perform essential job functions.

Physical Demands: The work is performed while sitting, standing, and walking. Work performed will be 100% indoors. The employee must be able to operate a variety of automated office machines which include computers, printers, fax machines, copy machines, telephones, etc. Applicant must be able to use body to work, move, or carry objects or materials. Also, must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. frequently.

License and Certifications: Valid State Driver's License; First Aid/CPR & AED certification within one year after hire.

Knowledge, Skills, and Abilities

- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and /or directions to co-workers or assistants.
- **Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervisor; to acquire knowledge of topics related to primary occupation.
- **Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures, and follow verbal and written instructions.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in using the automated office equipment.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The applicant needs to relate to people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.
- **Physical Communication:** Requires the ability to talk and/or hear.

Mental and Physical Abilities: Read and comprehend simple instructions; converse with co-workers and the public; use discretion and insight in carrying out City business; stand, stoop, balance, kneel, crouch, walk, reach, lift, and move up to 20lbs; maintain teamwork, problem solve, and communicate interdepartmentally.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.