



JOB OPENING

Troup County Government

Position: Accountant	Department: Finance	Salary: \$23.31/Hr
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Under general supervision and instruction this position is responsible for accounting duties in the County's Finance operations.

Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field
- ⇒ Must have 1-3 years of related experience; must have current valid driver's license
- ⇒ Knowledge of budget development and management principles and practices
- ⇒ Knowledge of generally accepted accounting principles (GAAP)
- ⇒ Knowledge of relevant federal and state laws, county ordinances and department policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Must be proficient in Excel; must possess knowledge of General Ledger
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and organizing work; ability to work independently
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication
- ⇒ Skill in research and analysis required

Essential Duties and Responsibilities:

- ⇒ Reviews, posts, monitors and reconciles all general budget activity for all funds, performs corrective adjustments; calculates and executes cost allocation of shared expenses to all departments and agencies; maintains records in an organized manner
- ⇒ Monitors bank activity and cash flow for all operating accounts; reconciles bank statements
- ⇒ Creates and distributes billing invoices for various activities, maintains accounts receivable records and collection of outstanding invoices
- ⇒ Conducts internal audits and reviews performance of departments
- ⇒ Calculates and processes sales tax activity and distributions
- ⇒ Assists in grant management procedures, budget development and project accounting
- ⇒ Assists in the preparation of financial reports and other reports as needed
- ⇒ Works closely with external audit staff in the preparation of annual audit; performs year-end procedures; conducts encumbrance and general ledger soft closing; prepares trial balances for auditors, complies with DCA Survey Report, Statistical Section of CAFR; prepares Hotel Tax Report and E-911 Certification Report
- ⇒ Assists in development and implementation of policies and procedures for all accounting aspects
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 02272024 Accountant

Grade 17

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace