

## **Finance Accountant**

### **City Of Sylvester**

#### **Listing Summary**

Performs a variety of general accounting/bookkeeping functions such as preparing journal entries, balancing accounts, calculating data, posting financial data, reconciling reports, researching financial discrepancies, correcting errors, maintaining financial records, and other accounting functions.

#### **ESSENTIAL JOB FUNCTIONS**

- Perform monthly reconciliations and research discrepancies for all balance sheet and income statement accounts
- Audit financial transactions and document accounting control procedures
- Prepares special financial reports by collecting, analyzing, and summarizing account information
- Prepares supporting schedules, gathers information, and provides documents for external auditors
- Conduct internal audits of inventory and fixed assets as assigned
- Annually records entries related to depreciation, and prepares appropriate schedules as required for the external audit
- Complete annual filing of annual compliance report to the Georgia Department of Community Affairs (DCA)
- Post various expenses to the general ledger such as, but not limited to health insurance expenses, postage inventory, fuel and parts inventory, and other similar expense activities.
- Reconciles all city bank accounts to General Ledger
- Assists Finance Director throughout the year with audit preparation
- Performs other related duties as assigned
- Assist in the account payable process

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Requires a Bachelor's Degree in Accounting, Finance, Business Administration, or a closely related field with two (2) years of work experience (preferably in local government); or an equivalent combination of experience.

The City of Sylvester is an equal opportunity employer, and we endorse the Americans' Disability Act. The City of Sylvester does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.

The City of Sylvester is a registered participant in the federal work authorization program commonly known as E-verify. The City of Sylvester uses the program to verify the employment eligibility of all new employees after the Employment Eligibility Verification Form (Form I-9) has been completed.

To apply, please complete the City of Sylvester's application and attach your resume.

Send in via email to [ahayes@cityofsylsvester.com](mailto:ahayes@cityofsylsvester.com) or mail to 101 N. Main St. Sylvester, Ga. 31791