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| POSITION: | Accountant |
| DEPARTMENT: | Finance |
| JOB TYPE: | Full-time |
| SALARY: | \$40,765 - \$61,555 |
| POSTED: | 01/14/2025 |
| CLOSING DATE/TIME: | Until Filled |

The City of Monroe is seeking qualified candidates for the position of Accountant. This position maintains accurate and up-to-date accounting records for all City entities, ensures compliance with Generally Accepted Accounting Principles (GAAP) and federal, state, and city government policies and procedures. Salary is commensurate with qualifications and experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications:

Education, Certifications/Licenses & Experience

- High school diploma or GED; or equivalent combination of related training and experience
- Certified Local Government Finance Officer Level I certification; or two years of accounting experience

Skills & Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong communication skills
- Demonstrates proper grammar in both written and verbal communication
- Skilled in performing accurate mathematical computations
- Strong organization skills with the ability to manage workloads effectively
- Proficient in use of general office equipment

Duties & Responsibilities:

- Prepare, post, & analyze journal entries for all funds, ensuring accurate and timely financial reporting.
- Manage monthly recurring transactions and reconcile accounts, including internal receivables and payables.
- Oversee fixed asset records, ensuring compliance with federal and state regulations and coordinating asset tagging
- Compile monthly financial reports, verify account balances, and reconcile utility bank statements.
- Execute & process wire transfers as necessary for financial operations.
- Other duties as assigned

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov