

EMPLOYMENT OPENING

ACCOUNTANT

Salary: \$55,000.00 – 65,000.00

Job Summary:

The Accountant is responsible for applying principles of accounting to analyze and maintain governmental financial records utilizing appropriate accounting control procedures.

Major Duties:

- Maintains the general ledger, prepares and post entries, prepares monthly journal vouchers, reviews financial reports, and prepares year-end closing.
- Performs reconciliation of accounts and performs complex transactions.
- Performs monthly bank reconciliations and posts adjusting journal entries.
- Performs monthly reconciliations for purchasing card and post journal entries.
- Performs Accounts Payable, Accounts Receivable, and Payroll reconciliation and posts Journal Entries.
- Preparation of reporting requests as required by governmental and other external agencies.
- Prepares selected grant reports for reimbursement and maintains records in accordance with Federal and State Laws.
- Assists internal and external Auditors by providing data and reports needed to complete audits.
- Performs analysis of general ledger accounts for missing payment and incorrect entries.
- Assists with review and processing of selected disbursements.
- Ability to maintain effective working relationships with user departments, agencies, fellow employees and members of the general public.
- Perform other tasks as assigned.

Knowledge and Skills:

- Knowledge of generally accepted accounting principles and practices, preferably governmental accounting.
- Ability to check, verify and balance accounts to general ledger.
- Knowledge of applicable local, state, and federal laws and regulations pertaining to finance and accounting.
- Knowledge of methods and techniques of research, statistical analysis, and report preparation.
- Knowledge of a variety of operational concepts, practices, and procedures.
- Ability to plan, coordinate, and organize work; set priorities and meet critical deadlines.
- Ability to communicate effectively both orally and in writing with members of all levels within the organization.
- Skill in using personal computers and relevant office programs.
- Ability to resolve problems in a timely, efficient, and effective manner

Education and Experience:

Bachelor's degree in accounting, finance, or related field. Experience using automated accounting system and skill in using PC and software applications (including spreadsheets and word processing) and experience in governmental accounting is desired.

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website,
WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to
jobs@baldwincountyga.com

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL
ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE
PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER