

**CITY OF THOMSON, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE:** ACCOUNTANT I  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** FINANCE DIRECTOR  
**STATUS:** NON-EXEMPT

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**DEPT. CODE:**  
**DATE:**10/2020

**JOB SUMMARY:**

Under general supervision, the purpose of the job is to perform routine accounting and general administrative support work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes verifying bank deposits and balances; audits and verifies purchase requisitions, expense claims, and invoices; verifies invoiced items are received; audits, adjusts, ensures accountability of internal controls; analyzes account codes and makes necessary corrections as advised; audits and verifies reports, and payments for compliance with budget constraints.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Handles confidential files and materials.
- Performs bookkeeping functions such as posting charges, posting and processing invoices for payment by computer, preparing accounts payable checks and posting to the proper accounts.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems.
- Performs bookkeeping, scanning, data entry, and maintenance tasks relevant to assigned functional areas, e.g., billing, invoices, accounting records and reports
- Performs account payable functions.
- Performs general accounting functions.
- Performs verification and reconciliation tasks for invoices/receipts/balances.
- Performs a variety of highly complex and specialized administrative support functions.
- Performs all aspects of processing of records to include labeling and boxing records for permanent or temporary storage.
- Performs a variety of cashiering and processes point of sales.
- Assists with payroll preparation and posting.
- Assists with the preparation of financial reports.
- Assists with routine administrative and operational tasks.
- Assists with purchasing functions and follows up on orders.
- Assists with maintaining contacts with vendors.
- Assist with various audits.
- Disburses City funds upon approval.
- Makes bank deposits.
- Prepares photocopies, facsimiles, and operates a variety of office equipment.
- Maintains active communication with management and departmental staff to define and perform required tasks.
- Communicates with other departments and public agencies for the dissemination of information.
- Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and Ability to perform excellent customer service.
- Knowledge of payment collections.
- Knowledge of general office practices and procedures.
- Knowledge of generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Knowledge of Microsoft Word and Excel.

- Knowledge of Customer service techniques, practices and principles.
- Knowledge of Principles and practices of basic accounting.
- Knowledge of Methods and techniques of cash handling.
- Knowledge of Modern office procedures, methods and equipment including computers.
- Knowledge of Principles and procedures of record keeping.
- Ability to maintain confidentiality.
- Ability to perform a full range of secretarial, general clerical, and routine administrative and programmatic work.
- Ability to prepare correspondence and memoranda.
- Ability to evaluate and analyze customer needs to provide exceptional customer service
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.)
- Ability to maintain and organize files.
- Ability to proof documents for accuracy and completeness
- Ability to coordinate and conduct complex, multi-phase projects and programs
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to perform mathematical calculations quickly and accurately.
- Ability to present department documents.
- Ability to correctly interpret and apply City policies.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to promote a positive work environment.
- Ability to follow the chain of command.
- Ability to maintain high ethical standards, both on and off duty.
- Ability to pass drug testing as noted in policy
- Ability to work routinely under highly stressful conditions.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

**SUPERVISORY CONTROL:** The Finance Director assigns work in terms of general instructions. The supervisor reviews work for compliance with procedures and the nature and propriety of the final results.

**SCOPE AND EFFECT:** The purpose of this position is to perform finance duties. Successful performance in this position contributes to the financial accuracy of the budget and reports. Errors could result in financial losses to the city and negative public image. Complexity occurs in the need for accurate and complete information for accounting and auditing functions and waiting on payment approvals from different departments.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform light physical activities, including having sufficient strength to lift and carry equipment and materials weighing up to 20 pounds.

**Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

**Attendance:** Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

**WORK ENVIRONMENT:**

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate.

Some travel may be required to maintain training requirements.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Assists with the supervision of clerical staff and temporary employees (as assigned).

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- Two (2) years of progressively responsible experience in finance, accounts receivable/payable, or processing invoices and requisitions. Municipal government accounting/finance experience is desirable.
- Never been convicted of a felony.
- A citizen of the United States or has obtained legal work status.
- Ability to pass a criminal background.
- Must be able to be bonded and pass a credit check.
- Work evenings, weekends and/or holidays as required.

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*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. This job description does not constitute a written or implied contract of employment.*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Signature: \_\_\_\_\_  
Employee Date