



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Senior Accountant
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Department: Administration

Pay Grade: 115 **Salary Range:** \$55,391.61-\$85,856.99

FLSA Status: Exempt

JOB SUMMARY

This position is responsible for property tax billing, delinquent tax billing, research on taxpayer accounts, updating taxpayer information, adjustments to tax bills, processing homestead exemption applications, reporting exemption information to various county departments, balancing property tax collections and adjustments to the General ledger, journal entries, reviewing legislation as it results to property tax and homestead exemption, advertisement requirements for Tax Digest and property tax, verification of the tax calculation and billing file, and processing payroll for City employees.

ESSENTIAL JOB FUNCTIONS:

- Assists in the preparation of the annual budget to include researching financial information, preparing reports and related summaries;
- Ensures accuracy, compliance with accepted accounting principles and policies, and ensures appropriate coding, posting etc. Identifies discrepancies, initiates and/or implements corrective actions to resolve discrepancies and correct errors; documents and monitors internal controls as well as establishes and maintains written departmental procedures.
- Maintains and updates property tax homestead exemption.
- Reconciles property tax activity with the General Ledger.
- Assists staff with difficult problems and/or customers; provides guidance and direction, engages in daily program transactions as workload and staffing levels dictate; processes financial transactions for assigned accounting programs; posts data; and reviews transactions to ensure accurate data entry.
- Analyzes financial information and prepares summaries, statistical data, findings and recommendations.
- Prepares bi-weekly payroll for City employees.
- Processes payroll direct deposits for City employees.
- Maintains records of all insurance premiums for City employees.
- Reconciles insurance bills
- Process vendor withholding payments
- Files quarterly/yearly reports related to payroll such as 941s and G7s.
- Prepares and mails W-2 forms for employees and 1099 forms for vendors
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Accounting, Finance or a related field; four (4) years of accounting experience and two (2) years of supervisory experience; experience in government

accounting and CPA preferred; or any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Knowledge and understanding of accounting theory.
- Knowledge of Microsoft Office applications.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving and results.
- Ability to understand, interpret, and applies legal and financial documents, rules, and regulations.
- Ability to work under the pressure of rigid deadlines.
- Ability to act and operate independently with minimal daily direction from Director to accomplish objectives.

PHYSICAL DEMANDS:

The work is sedentary work. The employee is occasionally required to exert up to 20 pounds of force and/or light physical effort that includes some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Work is typically performed at a desk with intermittent periods of standing or walking. This position occasionally requires the ability to perceive and discriminate sounds and visual cues or signals.

WORK ENVIRONMENT:

Work is typically performed in an office environment.

The City of Powder Springs is an Equal Opportunity Employer.

All applicants must complete a City of Powder Springs employment application. Applications may be down loaded and printed from the website at www.cityofpowdersprings.org or visit 4426 Marietta Street, Powder Springs, GA 30127 to receive an application.

Please submit letter of interest or resume along with a City of Powder Springs employment application to:

Rosalyn Nealy, Human Resources Director
City of Powder Springs
P.O. Box 46
Powder Springs, GA 30127

Closing Date: Open Until Filled