



**City of Duluth  
3167 Main Street  
Duluth, GA 30096  
(770) 476-3434**

## **JOB DESCRIPTION**

**JOB TITLE:** **ACCCOUNTING SPECIALIST (Part-Time)**

**DEPARTMENT:** Business Office

**SUPERVISOR:** Finance Manager / Accounting Officer

**DATE:** 12/07/2010; 10/12/2015; 7/17/2018

**EEO GROUP:** 06 - Administrative Support

**EEO FUNCTION:** 01 – Financial/Administration/General Control

**FLSA:** Exempt

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*

### **JOB SUMMARY:**

This position is responsible for conducting difficult and complex accounting functions involving research, analysis, and preparation of financial reports; management of special funds and accounts; entries into the general ledger, analysis and management of capital project funds, reconciliation of various general ledger accounts, assist in the preparation of budget and financial forecast, preparation of monthly, quarter and annual reports; document management, fixed asset management, and other financial activities. Responsible for preparing annual budget document using publishing software, including developing charts, graphs and overall format and presentation.

This work requires a great attention to detail; requires work to be completed within designated timeframes and in accordance with established procedures; and involves interaction with co-workers, department heads, vendors, auditors, and occasionally the general public.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Percentages shown indicate the relative importance of each group of job duties for performance appraisal purposes, not necessarily the percentage of time spent in each group.

### **Financial Analysis and Reports (25%)**

- Conducts research and prepares a variety of accounting and financial reports and spreadsheets as required
- Reviews and analyzes reports for accuracy and completeness
- Distributes reports to appropriate individuals or agencies
- Prepares monthly financial statements including the balance sheet
- Assist in preparation of budget and financial forecast
- Manage short term liquid investment, including CD's and money market accounts, post activity

### **Financial Documents (25%)**

- Develop layout for published financial documents including the annual budget, annual financial report (CAFR), budget in brief, etc.
- Retrieve needed information from accounting software, stored files and outside sources
- Create graphs, tables and charts using publishing software
- Update information in the document based on current policies and procedures or new financial/accounting mandates

### **General Ledger (20%)**

- Assists with the posting, balancing, reconciliation, and maintenance of the general ledger and subsidiary accounts; creates new general ledger accounts
- Reviews account codes and record journal entries
- Prepares and posts data to various ledgers, registers, journals and logs; verifies accuracy of entered data and makes corrections as necessary
- Reconciles sub-systems/various miscellaneous receivables and liabilities to General Ledger
- Assists in year-end closing, review of accounts for year-end audit, and preparing for fiscal year-end financial audit by obtaining information, retrieving records, preparing reports, and providing other assistance as needed for auditors
- Assist with preparation of annual budget and financial forecast; and assists with budget adjustments

### **Special Accounts/Funds (15%)**

- Manage and maintain special accounts/funds by recording receipts and payments, analyzing and reconciling financial accounts, and generating various reports. Special accounts/funds include: Special Purpose Local Option Sales Tax (SPLOST) accounts; Police Asset Forfeiture Accounts; Capital Project Funds; Workers' Compensation Accounts

### **Document Management (5%)**

- Maintains file system of department files/records
  - prepares and sets up files
  - reviews, sorts and organizes documents to be filed
  - files documents in designated order
  - retrieves/replaces files
- Ensures retention of financial records in accordance with established laws and City policies governing records retention
- Types, proofreads, copies, prints, files, posts, logs, and/or transmits documents via mail, fax, or e-mail distribution

### **Customer Service (5%)**

- Communicates with supervisor, employees, other departments, banking personnel, insurance agents, vendors, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, explain procedures, or resolve problems

### **Miscellaneous Duties (5%)**

- Assists in interpreting, applying, and ensuring compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations
- Maintains a comprehensive, current knowledge of applicable laws, regulations, standards, and guidelines; reads professional literature; attends seminars, workshops, and training sessions as appropriate

### **Essential Duties and Responsibilities of All City Employees:**

1. Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Demonstrates work initiative and positive suggestions for improvement
4. Performs other related duties and functions as directed, or which are readily apparent.
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; practices continuous learning through individual study, classroom training, seminars, webinars, and conferences; attends scheduled training

9. Helps other employees when needed or asked
10. Assists in training new employees
11. Performs assigned duties and assists with work unit workload distribution
12. Wears acceptable and clean clothing/uniform
13. Demonstrates acceptable personal hygiene and grooming
14. Demonstrates appropriate decision making/problem solving ability
15. Follows chain-of-command

**PERIPHERAL DUTIES:**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation.

**SUPERVISION RECEIVED:**

Work is performed under the general guidance and direction of the Finance Manager and Accounting Officer. Work may be checked while in progress and upon completion by supervisors.

**SUPERVISION EXERCISED:**

None

**EMPLOYMENT STANDARDS:**

*Employees must be at least 18 years of age, and must be legally able to accept work in the United States.*

**Experience, Training and/or Education:**

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

- A 4-year degree from an accredited college or university in Accounting or a closely related field is required, with coursework in governmental/fund accounting preferred

- Two years of full-time experience in an accounting related position is required, with governmental experience in fund accounting preferred
- Certification as a Finance Officer (Level I & II) through the Carl Vinson Institute of Government of the University of Georgia is preferred

Other Requirements:

*Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.*

1. Possession of a valid Class C Georgia Driver's License is required within 30 days of hire, and must be maintained throughout employment.
2. Acceptable Motor Vehicle Record (MVR)
3. Take and pass a drug screening test

**TOOLS AND EQUIPMENT USED:**

- Personal computer and printer, scanner
- Computer software including: computerized financial software; word processing, spreadsheet, e-mail, and other related software
- 10-key calculator
- phone, fax and copy machine
- automobile

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

*The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level". Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge Required:

Knowledge of generally accepted accounting principles (GAAP); standard governmental fund accounting principles, practices, and procedures; and IRS guidelines

Knowledge of standard budgeting principles and practices in government finance

Knowledge of special revenue source funds such as SPLOST, grants, etc. and the associated accounting and reporting requirements

Knowledge of banking practices and procedures

Knowledge of business methods, purchasing practices, and laws relating to public purchasing

Knowledge of modern office practices, methods, equipment and standard clerical procedures including alphabetical and numerical paper and electronic filing systems, and records management

Knowledge of personal computers and automated purchasing systems

Knowledge of personnel laws and practices as they relate to accounting requirements

Knowledge of applicable federal laws, state laws and city ordinances

Knowledge of departmental policies, procedures, directives, rules and regulations

Knowledge of the geography, road network, traffic patterns, public buildings, and emergency facilities of the city

Knowledge of standard American English grammar, punctuation, and spelling

Knowledge of the principles of mathematics

Knowledge of court procedures of the Duluth Municipal Court relating to accounting of court receipts and payables.

Knowledge of interpersonal communication skills

Skills Required:

Skill in the effective, efficient, and safe use of all tools and equipment used in the performance of their job

Skill in writing legibly

Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow

Abilities Required:

Ability to analyze financial and accounting data; and to interpret and prepare accurate financial reports and statements

Ability to maintain financial records and prepare accurate financial reports.

Ability to operate all tools and equipment in an efficient, effective, and safe manner.

Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to communicate clearly and effectively with people in a courteous, tactful, and fair manner under all conditions

Ability to provide information and explanations of the processes and procedures of their department and municipal government to the public

Ability to handle difficult situations in an effective, safe, timely and legal manner

Ability to read, speak, write and spell using standard American English grammar

Ability to write clear, complete, accurate, comprehensive and effective reports in a timely manner

Ability to write and/or type orders, forms, reports, letters, memos and correspondence from long hand, rough draft, or oral instructions.

Ability to recall and relate details of incidents in order to prepare written reports and present information to concerned parties

Ability to perform mathematical calculations with speed and accuracy

Ability to prioritize and handle multiple tasks in an effective, efficient manner

Ability to understand and follow quickly and accurately, complex, oral and written instructions and procedures

Ability to obtain information through observation and interview

Ability to successfully complete the department's training programs following employment/assignment

Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption

Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change

Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties

Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use

Ability to analyze, plan and organize work

Ability to maintain records within filing systems (file management)

Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, other city employees, attorneys, vendors, auditors, and the general public

Ability to work effectively as an individual and as a team member

Ability to assert self appropriately

Ability to accept responsibility, acknowledge mistakes, and share successes

Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation

Ability to perform computer related functions

Ability to type accurately at a minimum of 35 words per minute

Ability to properly handle confidential information

Ability to successfully pass the hiring/promotional testing process as required for this position

Ability to problem-solve and make decisions

## **PHYSICAL DEMANDS:**

*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. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is:

- frequently required to sit and use hands to operate, finger, handle or feel objects, tools or controls
- frequently sit for extended periods of time at a workstation, desk, or conference room
- regularly required to talk or hear; and reach with hands and arms
- occasionally required to stand or stoop; walk; and lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works in an office. The noise level in the work environment is moderately quiet.

## **EQUAL OPPORTUNITY EMPLOYER:**

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

## **AMERICANS WITH DISABILITIES ACT (ADA):**

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.