



Job Description for Accountant I



Job Title	Accountant I
Department	Finance / Accounting
Reports to	Finance Director
Location	111 High Street, Hogansville, GA 30230 City of Hogansville Accounting Department
Salary Range	\$46,800 – \$49,520 per year

Job Summary:

The Accountant I provides clerical and administrative support to the Finance Department by performing a variety of accounting and bookkeeping tasks. Responsibilities include reviewing accounts payable and receivable, assisting with payroll, reconciling accounts, and maintaining accurate financial records. The Accountant I plays a vital role in supporting the city's financial operations and ensuring compliance with applicable policies and procedures.

Essential Duties and Responsibilities:

- Provide administrative and accounting support to the Accounting Director and other departmental staff.
- Process financial transactions, ensuring accuracy and timeliness.
- Approves the distribution of invoices, purchase orders, and related financial documents.
- Assist with biweekly or monthly payroll compliance and related recordkeeping.
- Perform account reconciliations and resolve discrepancies in a timely manner.
- Maintain organized and accurate financial files, records, and documentation.
- Assist in preparing financial reports, statements, and audit documentation.
- Respond to inquiries from vendors, staff, and the public regarding financial matters.
- Enter data into accounting software systems and maintain databases.
- Assist with budget preparation and monitoring as assigned.
- Perform general clerical and accounting duties, including filing, data entry, and mail distribution.
- Provide backup support for other finance staff as needed.
- Assist with the preparation of city council reports and public presentations.
- Assist with year end and quarterly reporting requirements.
- Performs other related duties as assigned to meet the ongoing needs of the organization.

Qualifications:

- Bachelors degree in finance and or accounting.
- Minimum of 2 years of accounting experience, preferably in a government setting.
- A comparable amount to education, training, and experience may be submitted for the minimum requirements

Knowledge, Skills, and Abilities:

- Working knowledge of basic governmental accounting principles and procedures.
- Proficiency in Microsoft Office (especially Excel) and accounting software (e.g., QuickBooks, Tyler Technologies, Munis, or similar).
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.