

EMPLOYMENT OPPORTUNITY
ACCOUNTING COORDNIATOR

City of Vidalia is accepting applications for Accounting Coordinator.

Purpose: To coordinate and supervise accounting functions in support of city operations.

Desired Minimum Qualifications:

- A. High school diploma or equivalent required
- B. Three (3) years or more of related experience required
- C. Associates degree desired
- D. Any equivalent combination of education and experience
- E. Must possess a valid State driver's license or have ability to obtain one prior to employment
- F. Be able to pass city requirements for background check

Position shall be full-time and has excellence benefits. If interested, contact Shikima Johnson, HR Director at City Hall 912-537-7661 for a full job description and application or visit our website at www.vidaliaga.gov. Applications will be accepted through **February 1, 2022 until 5:00 p.m.** or until filled.

The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.



Accounting Coordinator

Finance

FIN/3

JOB SUMMARY

This position coordinates and supervises accounting functions in support of city operations.

MAJOR DUTIES

1. Processes accounts payable for assigned city departments and units.
2. Processes accounts receivable for assigned accounts.
3. Performs the duties of a Safety Coordinator; coordinates and delivers safety training; maintains related records.
4. Issues alcohol beverage licenses.
5. Issues taxi driver licenses.
6. Reconciles bank statements.
7. Issues purchases order for all departments.
8. Provides direct assistance to the Finance Director.
9. Maintains files and records.
10. Provides support for Water Department billing, tax collection, and other financial functions.
11. Trains and supervises the work of assigned personnel.
12. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of accounts receivable and accounts payable processes and procedures.
2. Knowledge of generally accepted accounting principles (GAAP) & uniformed chart of accounts.
3. Knowledge of job-related federal and state tax requirements.
4. Knowledge of computers and job-related software programs.
5. Skill in the analysis of problems and the development and implementation of solutions.
6. Skill in the preparation of clear and precise reports.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Clerk/Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include GAAP and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to coordinate and supervise the provision of support for the city's accounting

functions. Success in this position contributes to the accuracy and efficiency of those functions.

CONTACTS

- Contacts are typically with co-workers, other city personnel, vendors, bankers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problem.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

MINIMUM QUALIFICATIONS

- Associates degree desired.
- More than three years of related experience required.