

# Financial Administrative Assistant

## Position Announcement

### JOB SUMMARY

This position coordinates financial/accounting functions in support of city operations.

### DUTIES

- Processes accounts payable for assigned city departments and units.
- Processes accounts receivable for assigned accounts.
- Reconciles bank statements.
- Issues purchase orders for all departments.
- Provides direct assistance to the Finance Director.
- Maintains files and records.
- Provides support for Water Department billing, tax collection, and other financial functions.
- Performs related duties.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounts receivable and accounts payable processes and procedures.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of job-related federal and state tax requirements.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skills in oral and written communication.

### SUPERVISORY CONTROLS

The 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 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 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 public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## MINIMUM QUALIFICATIONS/POSITION REQUIREMENTS

- Associate degree preferred.
- More than three years of related experience required.
- Have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background, and ability to communicate.
- Only the most qualified applicants will be contacted for an interview. Applications, resumes, and references are due Thursday, September 14, 2023, at 5:00 pm.
- The final candidate will be required to submit to a criminal background check and a pre-employment drug test.

The full version of the position announcement can be viewed under the "How Do I" section of the city's website ([www.vidaliaga.gov](http://www.vidaliaga.gov)) and by clicking on Job Opportunities. The position announcement can also be viewed on ([www.glga.org](http://www.glga.org)). Applications can be obtained through the City of Vidalia's website at [www.vidaliaga.gov](http://www.vidaliaga.gov). Please mail your application and resume to the attention of Marsha Stone, HR Director, City of Vidalia, at 302 East First Street, Suite C, Vidalia, Georgia, 30474. Applications may also be obtained in person at the City of Vidalia Administrative Office at the address.

The City of Vidalia is an Equal Opportunity Employer.