



**City of Winder**  
**Job Description: Accountant II**  
**Department: Finance**

Rev 7/15

**EEO Function:**  
**EEO Category:** Professional  
**Status:** Exempt  
**Pay Type:** Salary  
**Position Number:** 1859

**Pay Grade: 22**

**I. Chain of Command/ Reports To**

Finance Director

**II. Job Summary**

Under general supervision, performs responsible financial, statistical, internal audits, budgetary, purchasing, and other management analyses in support of the development and administration of City budgets, including the preparation and/or review and analysis of financial documents, operations and organization; assists in the preparation of general accounting practices and day-to-day business operations; and performs related duties as assigned.

**III. Essential Duties and Functions**

- Handles confidential files and materials.
- Reviews completed documentation for accuracy of coding and completeness of information.
- Prepares and enters daily receipts, maintains journals, and reconciles related reports; maintains and reconciles petty cash, procurement card, and other accounts; prepares revenue and cash collection reports; summarizes accounts, and determines balances outstanding and verifying all bank fees.
- Prepares budget documents to include updated estimates and budget adjustments.
- Prepares and/or reviews annual depreciation, accounts payable and/or receivable accrual schedules
- Prepares financial statements for grant requirements.
- Prepares monthly operating and income statements and other financial reports.
- Processes daily cash receipts for the Community Center and Golf Course; verifies and post entries.
- Processes and distributes payments; answers payment inquiries from vendors; follows up on and resolves related problems.
- Reviews/reconciles cash receipts, payment postings, and prepares deposits.
- Reviews processed invoices and researches and reconcile discrepancies.
- Reviews and reconciles subsidiary ledgers and make adjustments as needed to the general ledger.
- Reviews and monitors all bond funds and operating funds related to the capital budget.
- Assists with administering property and liability insurance claims.

- Monitor and ensure timely payment of all mandated state and federal payroll taxes, process payments for automatic deposits, deferred compensation, and other benefit plan payments.
- Assists with budget preparations.
- Assists with annual audit and CAFR preparation.
- Monitors use of departmental purchase orders
- Monitors aspects of fixed asset management.
- Performs related duties as assigned.

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of Generally Accepted Accounting Principles (GAAP); governmental accounting; budgeting practices.
- Knowledge of accounts payable standards.
- Knowledge of accounts receivable standards.
- Knowledge of purchasing standards.
- Knowledge of GASB 34
- Advance knowledge of Microsoft Word and Excel.
- Ability to maintain confidentiality.
- Ability to perform a full range of secretarial, general clerical, and routine administrative and programmatic work.
- Ability to prepare correspondence and memoranda.
- Ability to evaluate and analyze customer needs to provide exceptional customer service
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.)
- Ability to maintain and organize files.
- Ability to proof documents for accuracy and completeness
- Ability to coordinate and conduct complex, multi-phase projects and programs
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to perform mathematical calculations quickly and accurately.
- Ability to present department documents.
- Ability to correctly interpret and apply City policies.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to promote a positive work environment.
- Ability to follow the chain of command.
- Ability to maintain high ethical standards, both on and off duty.
- Ability to pass drug testing as noted in policy
- Ability to work routinely under highly stressful conditions.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

## V. Licenses and Certifications Required

- Possession of or ability to obtain within three (3) months of hire membership in GGFOA.
- Certified Local Government Finance Officer Program, Level 1 within two (2) years of hire.

## VI. Qualifications

- Five (5) years of accounting, auditing, purchasing, or other related experience. Municipal government accounting/finance experience is desirable.
- Bachelor's Degree in Accounting or Finance from an accredited college.
- CPA or Master's degree in Accounting or Finance may substitute for 2 years of experience.
- Never been convicted of a felony.
- Must be a citizen of the United States.
- Ability to pass a criminal background.
- Must be able to be bonded and pass a credit check.
- Work evenings, weekends and/or holidays as required.

## VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

**Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

**Attendance:** Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

## VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

**IX. Supervisory Controls/Responsibility:**

None.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*