



City of Calhoun, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Staff Accountant

Department: Finance

Pay Grade: 107

FLSA Status: Exempt

JOB SUMMARY

The Staff Accountant supports the Finance department with day-to-day financial management. This position is responsible for ensuring accurate financial reporting and maintaining records in compliance with applicable standards. The role requires strong analytical skills, attention to detail, and a commitment to maintaining fiscal integrity.

ESSENTIAL JOB FUNCTIONS

- Verifies and completes the approval process of purchasing cards and ensures payments are charged to the appropriate accounts.
- Prepares journal entries, ensuring proper documentation and accuracy.
- Assists in the preparation of monthly, quarterly, and annual financial statements and reports.
- Provides support on various financial projects.
- Responds to inquiries from the internal department regarding financial matters.
- Assists Senior Accountants as requested. Back-up for other positions as needed.
- Perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Accounting, Finance, or a related field.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in accounting software and Microsoft Office Suite (especially Excel).
- Strong analytical and problem-solving skills with attention to detail and accuracy.

- Excellent organizational and time management skills with the ability to prioritize tasks and meet internal and external deadlines.
- Effective communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Ability to maintain good working relationships with other employees and department heads.

Knowledge, Skills, and Abilities:

- Knowledge of the City's financial processes
- Skilled in time management
- Ability to multitask
- Ability to communicate with other employees and supervisors.

PHYSICAL DEMANDS

This position classifies the physical exertion requirements as sedentary work involving lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one that involves sitting, a certain amount of walking and standing is often necessary in performing job duties. Jobs are sedentary if walking and standing are required occasionally, and other sedentary criteria are met. Overtime as needed.

WORK ENVIRONMENT

As a Staff Accountant, You will primarily work in an office setting.

The City of Calhoun has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

E.O.E. The City of Calhoun does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.