

# Job Title: City Accountant

Job Description: The City of Monticello is seeking a highly skilled, detail-oriented, and experienced City Accountant to join our finance team. The successful candidate will be responsible for the administration and maintenance of the City's financial records, ensuring the accuracy and transparency of financial reporting. This position will also play a critical role in budget development, financial planning, and implementing financial policies and procedures in compliance with local, state, and federal regulations.

## Responsibilities:

1. Assists in reviewing and analyzing general ledger and budgetary information.
2. Prepare and analyze monthly, quarterly, and annual financial reports, including balance sheets, income statements, cash flow statements, and budget variance reports.
3. Assist in the development and implementation of the City's annual budget, working closely with department heads and city management.
4. Ensure compliance with local, state, and federal financial regulations, including preparing and filing required financial reports and audits.
5. Review and approve accounts payable and receivable transactions, ensuring proper documentation and adherence to established policies and procedures.
6. Monitor and analyze the City's financial performance, identifying trends, opportunities, and areas for improvement.
7. Assist in the development and implementation of financial policies and procedures, ensuring efficient and effective financial management across all City departments.
8. Provide financial guidance and support to City departments, assisting with budget preparation, financial analysis, and cost control measures.
9. Coordinate with external auditors during annual audit processes, ensuring timely and accurate completion of all required documentation and reporting.
10. Stay current with relevant financial regulations, best practices, and industry trends, recommending updates to City financial policies and procedures as needed.

## Requirements:

1. Bachelor's degree in accounting, finance, or a related field. A Master's degree or CPA designation is preferred.
2. At least 5 years of progressively responsible experience in accounting, preferably within a municipal or government setting.
3. In-depth knowledge of Generally Accepted Accounting Principles (GAAP) and governmental accounting standards.
4. Proficiency in Microsoft Office Suite, particularly Excel, and experience with accounting software and financial reporting systems.
5. Excellent analytical, problem-solving, and decision-making skills.
6. Strong attention to detail and the ability to manage multiple priorities and deadlines.
7. Compiles and interprets data required to support monthly, quarterly, and annual financial reports (e.g., balance sheets, changes in net assets, and accrued interest liability).
8. A commitment to maintaining the highest levels of integrity, transparency, and professionalism in all financial matters.

To Apply: Interested candidates should submit an application, cover letter, resume, and three professional references via email to [vjohnson@monticelloga.org](mailto:vjohnson@monticelloga.org) or visit our office at 123 W. Washington Street, Monticello, GA 31064.

The City of Monticello commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. Our policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.