City of Tuskegee POSITION ANNOUNCEMENT	Date Posted: 11/05/2015 *This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Accountant

Department: Finance

Job Status: ☒ Regular Full-Time ☐ Temporary Full-Time

☐ Regular Part-Time ☐ Temporary Part-Time

If temporary, give required dates of service:

From: N/A *To:* _____

Standard Scheduled Hours: 8 am – 4:30 pm

Days to be Worked: Monday – Friday

Starting Pay Rate: $33,000 annually

Position Description

General nature/purpose of work:

Under direction of the Finance Director, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to the finance director.

Minimum Qualification Standards **(Additional qualification standards are found on the job description.)**

Knowledge of:

- Operations, services and activities of a general accounting program.
- Principles and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures.
- Principles and practices of governmental accounting.
- Computerized accounting and financial systems.
- Methods and techniques of analyzing general ledgers and preparing journal entries.
- Generally Accepted Accounting Principles.
- Principles of municipal budget preparation and control.
- Methods and techniques of preparing financial reports and statements.
- Principles and practices of financial record keeping and reporting.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local codes, laws and regulations.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting.

Experience:

Two years increasingly responsible experience performing journey to complex accounting and finance work, preferably in a municipal setting.

Date of Announcement: November 5, 2015

Closing Date for Applicants: Open Until Filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Accountant, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov

The City of Tuskegee is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising. We e-verify