

## NOTICE TO THE PUBLIC

### JOB POSTING

#### Accountant

Posted: 9/9/2021

End Date: Posted Until Filled

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The City of Monroe is now accepting applications for the position of Accountant. This position is responsible for maintaining current and accurate accounting records for all entities of the City. Duties and responsibilities include, but are not limited to, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and federal, state, and city government policies and procedures, and performing additional tasks as assigned.

Qualified applicants must:

- Have a high school diploma or general education degree (GED); or equivalent combination of related training and experience.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Governmental accounting knowledge preferred or Certified Local Government Finance Officer Level 1 through Carl Vinson Institute of Georgia.
- Have knowledge of GAAP.
- Have skill in the use of correct grammar in oral and written communications.
- Have the ability to perform mathematical computation with accuracy.
- Have skill in organizing work and maintaining reports and files.
- Have skill in use of calculator, computer, telephone system, copy machine, and facsimile.
- Have the ability to communicate effectively and courteously over the phone, in writing and in person with the public and company employees.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$35,000 to \$52,000. Actual starting salary within this range is dependent upon applicant's qualifications. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at [www.monroega.com](http://www.monroega.com) (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

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Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.