POSITION:	**Accountant**
DEPARTMENT:	**Finance**
JOB TYPE:	**Full-time**
SALARY:	**$35,000 - $52,000**
POSTED:	**09/23/2022**
CLOSING DATE/TIME:	**Until Filled**

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 & responsibilities include, but are not limited to, ensuring compliance with Generally Accepted Accounting Principles (GAAP) & federal, state, & city government policies & procedures, & performing additional tasks as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Starting salary is dependent upon applicant's qualifications.

Qualifications:

- High school diploma or GED; or equivalent combination of related training & experience

Skills & Abilities:

- Governmental accounting knowledge preferred or Certified Local Government Finance Officer Level 1 through Carl Vinson Institute of Georgia
- Knowledge of GAAP
- Use of correct grammar in oral & written communications
- Perform mathematical computation with accuracy
- Organization & maintenance of reports & files
- Use of calculator, computer, telephone system, copy machine, & facsimile
- Effective communication with the public & company employees over the phone, in writing, & in person

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov

*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. 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.

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