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| POSITION: | Senior Accountant |
| DEPARTMENT: | Finance |
| JOB TYPE: | Full-time |
| SALARY: | \$55,591 - \$88,646 |
| POSTED: | 09/21/2023 |
| CLOSING DATE/TIME: | Until Filled |

The City of Monroe is now accepting applications for the position of Senior Accountant. This position is responsible for assisting the Finance Director & maintaining current & 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.

Required Qualifications:

- High school diploma or GED; or equivalent combination of related training & experience
- Minimum of 3-5 years experience in governmental accounting
- Certified Local Government Finance Officer Level 1 through Carl Vinson Institute of Georgia preferred

Preferred Qualifications:

- Certified Local Government Finance Officer Level 1 through Carl Vinson Institute of Georgia
- Working knowledge of GAAP
- Working knowledge of GASB
- Working knowledge of governmental budget processes
- Working knowledge of audit processes
- Governmental grant experience

Skills & Abilities:

- 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



