



# JOB OPENING

## Troup County Government

<b>Position:</b> Accounting Clerk	<b>Department:</b> Finance	<b>Salary:</b> \$16.27/Hr
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Under general supervision and instruction this position provides administrative and specialized support to the Finance Department which includes data entry, filing, processing and maintaining accounting records.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Minimum of 2 to 3 years of experience in a related field with ability to read, write and perform mathematical calculations at a level commonly associated with the completion of an Associate's Degree in Accounting or a related field
- ⇒ Knowledge of accounting and bookkeeping principles; Governmental Accounting and Grants Management experience preferred
- ⇒ Knowledge of modern office principles and practices
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Ability to perform rapid and accurate data entry and calculations
- ⇒ Skill in the provision of customer services
- ⇒ Skill in prioritizing and organizing work; ability to work independently
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in oral and written communication
- ⇒ Research and analysis skills required

### Essential Duties and Responsibilities:

- ⇒ Answers incoming calls and provides assistance to the public and other departments
- ⇒ Maintains accurate filing system for payables, revenues, contracts and other records
- ⇒ Performs a variety of clerical duties including assistance to staff and auditors
- ⇒ Performs data entry into the accounting system including AP, AR, Miscellaneous Receipts and GL
- ⇒ Assists with Accounts Receivables customer account activity including posting transactions and producing monthly invoices
- ⇒ Maintains customer information and assists with billing inquiries from customers
- ⇒ Performs various accounting processes and duties; reconciles bank accounts and other departmental ledgers
- ⇒ Assists with maintenance of vendor master file and general ledger
- ⇒ Assists in maintaining Grants and Project Accounting
- ⇒ Assists in special projects of the Finance Office
- ⇒ Completes deposit documentation and retains appropriate file copies; secures funds until deposited
- ⇒ Prepares utility, cable and telephone payments for the county
- ⇒ Processes county credit card statements; responsible for scanning and electronic filing
- ⇒ Assists in revenue source handling; ensures the proper assignment of receivables; verifies deposits on all funds
- ⇒ Coordinates and performs all accounts payable process functions, including analyzing invoice documentation for purchases by all county departments and ensuring correct vendor, general ledger account, and policies are applied; balances fiscal year-end accounts payable documents and reports; reviews and verifies computer-generated accounts payable transaction edit lists; reconciles general ledger accounts
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 08262020 Accounting Clerk

Grade 14

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**