

CODE: 1470

GRADE: 19

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: SENIOR ACCOUNTANT TECHNICIAN
TAX COMMISSIONER'S OFFICE**

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible work for the accounting and financial functions of the Tax Commissioner's Office. Work involves the maintenance and the accountability for the finances of Tax Commissioner and to instill taxpayer confidence for office operations. Reports to the Tax Commissioner.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Post daily receipts from property tax and vehicle reports to Excel spreadsheets.

Post Excel spreadsheets to general ledger.

Reconcile general ledger to supporting documents and reports.

Prepares daily deposits and reconciles bank statements monthly.

Disburse taxes to several governments based on property tax and vehicle reports.

Prepare and posts any necessary adjusting journal entries.

Prepare reports and any other documents needed for audits performed by the county's auditor and state auditors.

Posts returned checks to the general ledger and to the Excel spreadsheet. Updates the spreadsheet as needed to reflect the status of returned checks. Also assists the Tax Commissioner on the collection process and post adjustments to the property tax and vehicle tax software as needed.

Receives and/or reviews various records and reports such as renewal notices, insurance revocation letters, title applications, Clerk deposits, daily activity sheets, deeds and UCC's, motor vehicle titles, returned checks, bankruptcy filings, mail, etc.

Prepares and/or processes various records and reports such as bankruptcy filing, general ledger, , control sheets, Fifa's, execution docket, annual reports, tax sale files, mandatory insurance relief, daily balance sheets, annual vehicle audit report, annual vehicle audit, etc.

Refers to Motor Vehicle manual, Gratis newsletters, Gratis e-mail updates, deeds, UCC's, titles, zoning maps, law books, general ledger, accounting principles, Internet, policy and procedure

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manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Applicant should have good computer skills and have experience in Microsoft Excel, Word and accounting software programs

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

An Associate's degree in accounting, business administration or a related field and five to ten years of accounting and bookkeeping experience, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read a variety correspondence, budget summaries, audits, budget worksheets, financial statements, journals, purchase orders and related departmental records and reports. Requires the ability to prepare financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, assessed valuation projections, tax rate projections, fund balance projections, revenue and expense reports, and various related financial reports and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to

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follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.