

# THE CITY OF STATESBORO

## Part-Time Accounting Technician

The City of Statesboro is accepting applications for a Part-time Accounting Technician in the Accounting Department. *Submit applications with resume* to Human Resources, 2<sup>nd</sup> floor City Hall, 50 East Main Street, Monday thru Friday, between the hours of 8:30 a.m. and 5:00 p.m. Applications may also be mailed to Human Resources, P.O. Box 348, Statesboro, GA 30459. The City is an Equal Opportunity Employer and a Drug Free Workplace.

### **Job Duties:**

- Maintains and balances the daily balance sheets.
- Generates check authorizations; stamps authorization forms.
- Assists with sorting and inserting A/P Payroll checks.
- Reconciles monthly bank statements for city accounts.
- Assists Accounts Payable and Receivable Technicians with deposits.
- Assists with scanning, filing and other clerical/office tasks.
- Enters data into computer; makes adjusting journal entries as necessary.
- Compiles financial, budget, payroll, and statistical data; prepares various reports.
- Assists Finance Director and department heads with the preparation of the CAFR, assembling Budget Retreat notebooks, and budget comparisons.
- Assists in recording opening entries at fiscal year-end.
- Assists the Accounts Payable Technician and auditors as necessary.
- Performs other related duties as assigned.

**Minimum Qualifications:**

- High School Diploma or G.E.D;
- One year in an accounting or related position;
- Possession of a valid driver's license;

**Preferred Experience:**

- Possesses an Associate degree in Accounting;
- One to two years of secretarial and/or administrative experience;
- Knowledge of general accounting and bookkeeping practices;
- Experience maintaining accurate records and reports;
- Understanding of cash account processing methods;

The starting hourly pay for this position is \$11.91/hr.

The deadline for applications is Thursday, January 17<sup>th</sup>, 2013 at 5:00 p.m.