

**CITY OF MILLEDGEVILLE****JOB ANNOUNCEMENT**

POSITION: Accounting Manager  
DEPARTMENT: Water & Sewer Administration  
SCHEDULE: Full-Time – 8 Hour Shifts  
SALARY: Negotiable dependent upon experience  
JOB ANNOUNCEMENT: August 9, 2019 – August 30, 2019

**JOB SUMMARY:** This position performs highly technical financial and accounting analysis of the City's assets, liabilities and enterprises which includes, Water, Sewer, and Solid Waste. It also administers the City's debt portfolio including new issuances, refunding and annual debt service.

**MAJOR DUTIES:**

- Report financial information in an accurate and timely manner; prepare and provide financial reports.
- Manage a variety of fiscal and accounting functions pertaining to areas such as general accounting, auditing, bond administration, treasury management and financial reporting.
- Manage and report on the status of City cash and investment accounts.
- Prepare and submit the City's Comprehensive Annual Financial Report for the GFOA award.
- Assist in developing, implementing and monitoring internal controls.
- Debt management including bond sales, utility accounting and budgeting.
- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations; review and verify the accuracy of financial data and information
- Reviews State and Federal legislative bills affecting the City's finances and advises management and the City's legislative representatives about the impacts and alternatives associated with those bills.
- Coordinates the financial management and financial planning of Water and Solid Waste Operations.
- Prepare and/or reviews the citywide cost allocation plan and indirect cost rates to be applied to Water, Sewer, and Solid Waste enterprise funds operations in conformance with federal regulations and City policy.

**KNOWLEDGE REQUIRED BY POSITION:**

- The principles, practices and applications of governmental accounting, auditing, budgeting and finance especially as promulgated in Governmental Accounting Standards Board (GASB).
- Current principles and practices of municipal accounting, budgeting, and auditing.
- Pertinent federal, state, and local laws, regulations and codes.

**DESIRED MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited Institution in Accounting, Finance, Business, Public Administration or related field.
- A minimum of 5 years of professional financial experience.
- Nationally recognized certification as a public accountant (CPA) or financial analyst (CFA) are not required; but preferred.
- Ability to perform and/or manage multiple tasks, projects, and priorities concurrently.

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position)