



POSITION VACANCY ANNOUNCEMENT

Position: Staff Accountant (PT)
Starting Salary: \$20.91/hour - \$22.91/hour
Posting Date: February 6, 2025

Department: Finance
FLSA Status: Non-Exempt
Closing Date: February 28, 2025

Job Summary:

The purpose of this classification is to perform accounting functions in the maintenance and review of Habersham County's financial records for all federal, state, and local records and transactions, including grant activity.

Major Duties:

- Closes and balances cash disbursements and receipts journals; posts receipts and balances complex financial accounts manually and via computer; maintains departmental accounting files and records; prepares and posts various financial transactions such as invoices, receipts and adjusting entries to ledgers and journals; prepares trial balances, balance sheets, revenue and expense statements, and other accounting reports; assists in setting up books and accounting procedures.
- Prepares schedule and allocates various monthly costs to departments and funds. May disburse funds collected within a department or fund to various entities.
- Prepares bills for services rendered by the County or its departments to various municipalities or agencies; receives payments and posts to appropriate accounts.
- Reviews revenues and expenditures on a periodic basis for reasonableness and compliance with budget guidelines and regulations
- Perform administrative duties, including investigating and resolving issues, preparing reports, and providing recommendations.
- Respond to requests and inquiries, interpreting policy and regulations for the public and staff.
- Draft and proofread various documents.
- Other duties at the direction of the Finance Director and for the efficient operations of the department.

Minimum Qualifications:

- High School Diploma or equivalent.
- Strong knowledge of Accounting and Accounting Software.
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent written and verbal communication skills.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.