

***Position Vacancy: Government Fund Accountant**

- Must have accounting degree or the equivalent in work experience
- Must have a good understanding of the need for internal controls
- Must have a good understanding of the need for segregation of duties within an office
- Must have a good understanding of payroll accounting issues and taxes
- Must have a good understanding of the requirements of an annual financial audit
- Must have the ability to make financial presentations to the Governing Authority

Interviews will be scheduled prior to Tuesday, November 8th, 2022 on a mutually agreeable date and time.

***Detailed Job Description/Responsibilities Government Fund Accountant (GFA)**

- Maintain fund-based accounting system for governmental entity
- Monthly reporting to the Mayor and Board of Selectmen - Preparation of Claims Docket and Financial Statements
- Other finance reports as needed
- Work with City Administrator, City Clerk and Department Heads on annual budget and amendments - approximately 8 million dollar budget
- Make daily bank deposits
- Accounts Payable - reoccurring monthly bills, contract payments, bond and lease payments, purchase orders - ensure those expenditures are charged to the correct department's budget or grant
- Accounts Receivable - Invoice for reimbursement on inter-departmental charges, and for other businesses
- Reconcile bank statements to the general ledger
- Grant management - work directly with the city grant writer, Calvert -Spradling Engineers, and Golden Triangle Planning and Development; direct deposits, paying invoices in time required, quarterly and monthly reporting to state and federal entities; maintain files for site visits from Mississippi Development Authority
- Collect Property Taxes as needed
- Various other reports due throughout the year:
 - Fire Department - Municipal Fire Funding Compliance Form: due in December
 - West Point School District - Assessment/Tax Levy Information report: due in November
 - Quarterly Sales Tax Return - MS Department of Revenue for sale of garbage bags
 - State Assessments - Court Fines assessed to the state, paid monthly
- Issue 1099's - miscellaneous income on contract labor, and interest income on tax redemptions
- Trend monthly collection of Sales Tax, 1% Tourism Tax, and ABC tax
- Tax Distribution for City and School taxes - pay Bryan Public Library and West Point School District their respective distributions collected monthly
- Work with insurance company to maintain general liability coverage for the city; turn in claims as they arise; surety bonds on elected officials and appropriate employees; renew notary applications
- Fiscal year audit - work with auditors by preparing supporting schedules and other documentation requested
- Computer Skills - Accounting software; Microsoft Excel and Word; typing and data entry