

**City of Dahlonega
Job Vacancy Announcement**



PART-TIME FINANCE TECHNICIAN

Salary Range: \$14.00 Hourly
Open Period: Until Filled
Position Information: Part-time – 28 Hours Weekly

Job Summary:

- To perform accounting functions in the processing, maintenance, and review of financial records for one or more assigned areas such as utility billing, business taxes, payroll, purchasing, accounts payable, cash management, and accounts receivable; and, to provide customer service to City residents, utility customers, the general public, management, and elected officials.

Job Duties:

- Provides assistance to City residents, customers and the general public; explains City policies, procedures, and rates; researches and provides requested information; receives and resolves complaints; and refers problems and complaints to appropriate staff or department as necessary.
- Oversight of one or more assigned areas such as utility billing, business taxes, payroll, purchasing, accounts payable, cash management, and accounts receivable.
- Prepares bills for service due the City; receives payments and posts to appropriate accounts.
- Tracks, monitors, and reports various revenue due to and received by the City.
- Balances financial accounts manually and via computer; maintains departmental files and records; posts financial transactions such as invoices, receipts and adjusting entries to ledgers and journals; assists with administration of accounting procedures.
- Prepares various financial reports and balances accounts as needed for documentation and reconciliation; prepares various financial reports as required by federal, state, and local laws and rules and regulations.
- Assists with the preparation of financial statements, audit, and budget reports.
- Verifies and updates computer records and reports.
- Provides backup to other employees and departments as needed.
- Performs other accounting related duties in the Finance Department as required.

Minimum Qualifications:

High school diploma or GED; supplemented by three years of general accounting and clerical experience preferably in municipal government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficiency in Microsoft Excel, Word, and Outlook is essential.

Application Procedures:

Please mail or deliver resume or application to: City of Dahlonega–Attn: Kimberly Smith - 465 Riley Road - Dahlonega, GA 30533 - Applications are available at City Hall Monday-Friday 8:00 a.m. to 5:00 p.m. and on the City website at: www.dahlonega-ga.gov. Please email resume or application to: ksmith@dahlonega-ga.gov.

The City of Dahlonega is an Equal Opportunity Employer