

**City of Pell City**  
**1905 1<sup>st</sup> Avenue North**  
**Pell City, AL 35125**  
**205-338-2244**

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**VACANCY NOTICE**

**POSITION TITLE:**    **Accounting Specialist**  
**JOB STATUS:**       **Full-time**  
**Starting Pay:**      **\$42,328.00 - \$73,840.00**

**ANTICIPATED START DATE:**    Following successful completion of background check and drug screen

**SYNOPSIS:** This responsible, professional, and technical position entails bookkeeping, clerical, and accounting work. The administrative accountant performs work involving the application of standard accounting principles to the maintenance of physical records and preparation of reports. The incumbent is responsible for interpreting statutory and other requirements relating to the maintenance of records and preparation of reports. Work is performed under the general supervision of the Finance Director or Assistant Finance Director in the Director's absence. Work is reviewed through periodic audits and study of reports submitted.

**QUALIFICATIONS:**

- A degree from an accredited four-year institution with significant course work in the areas of accounting and financial management desired but not required and minimum one (1) year experience in accounting, and finance operations OR (5) years of bookkeeping/accounting experience (Governmental accounting experience preferred);
- Must have the computer skills necessary to perform the essential functions of the position with knowledge of *Microsoft Windows® and Microsoft Office*;
- Must have knowledge of related office equipment;
- Must possess a valid Alabama driver's license (or obtain within 60 days) with a driving record suitable for insurability;
- Must be willing to work non-standard hours and overtime as required;
- Must be willing to travel overnight to attend continuing education courses and workshops;
- Must be physically able to perform the essential functions of the position.

**ESSENTIAL JOB FUNCTIONS**

- Assist in maintaining the accounting and financial records of the city with a primary responsibility being the preparation and maintenance of records and reports required by the Finance Director and City Council;
- Assist in maintaining revenue and expenditure accounts for certain fiscal transactions; with approval, post revenue and expenditures to proper funds; prepare periodic financial statements;
- Reconcile bank statements for all municipal accounts;
- Keep clear and accurate records of all city fixed assets; including acquisition, disposal, and depreciation;
- Ensure that all capital assets are properly insured and maintain all insurance records;
- Ensure that all fixed assets are properly registered with all of the appropriate agencies;
- Research and collect pertinent information for the preparation of the annual municipal budget and audit; coordinate w/auditors as necessary;
- Assist in recording and keeping accurate records for all outstanding payables and receivables;
- Assist in the preparation of reports regarding financial matters for presentation to the Finance Director, City Manager, and City Council;
- Assist the Accounts Payable Clerk, performs A/P duties as necessary;
- Assist Revenue Clerks, performs Revenue duties as necessary;
- Assist the Human Resources Director with reconciling payroll as well as other research projects related to payroll as needed;
- Perform added duties and exercise other powers as may be delegated to her/him from time to time by the City Manager and the Finance Director;
- Perform select duties of the Finance Director during his/her absence;

- Occasionally lift to 25 lbs;
- Occasionally required to reach with hands and arms, bend, stoop, twist, lift, push, pull, grasp, kneel, crouch, walk, hear, and talk during employment;
- Vision abilities to include close vision, distance vision, and color vision.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of the principles and practices of governmental financial accounting;
- Considerable knowledge of federal, state, city, and departmental laws, regulations, policies, and procedures regarding municipal financial operations;
- Ability to maintain municipal bank accounts and reconcile account activity;
- Ability to plan and organize work with little or no supervision;
- Ability to maintain confidential files in a timely, efficient, and orderly fashion;
- Ability to analyze and evaluate situations and direct effective courses of action;
- Ability to prepare clear, accurate, and comprehensive reports regarding the financial municipal budgets and the ability to assist in the development and maintenance of the annual municipal budget;
- Ability to express ideas clearly and concisely, orally, and in writing;
- Ability to establish and maintain effective working relationships with elected officials, department heads, the local business community, school administrators, and the general public;
- Ability to accept lines of authority; promote harmony; and cooperate with other staff and officials.

**BENEFITS AVAILABLE FOR FULL TIME POSITION**

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after completing 1-year probation)
- 13 Paid Holidays

**APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
  - A current City of Pell City employment application
  - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers before a job offer is made.
5. Application forms may be downloaded at our website: [www.Pell-City.com](http://www.Pell-City.com) or City Hall and should be returned to:

Human Resources  
1905 1<sup>st</sup> Avenue North  
Pell City, AL 35125

Email: [PC\\_HR@cityofpellcity.net](mailto:PC_HR@cityofpellcity.net) Fax: (800)973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

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**WEBSITE: [www.Pell-City.com](http://www.Pell-City.com)**

*The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.*