



JOB POSTING

Position: Accountant
Department: Finance Department
Location: City Hall
Salary Range: \$26,561.60 - \$35,000.00 Annually

Opening Date: **JULY 1, 2022** **Closing Date:** **UNTIL FILLED**
Office Hours: Monday – Friday, 8:30 to 4:30 P.M. City Hall, 222 Broad Street, Selma, AL 36701

Fringe Benefits Include Life Insurance, Medical Insurance, Retirement, Paid Vacation, Holidays, Sick Leave, etc.

JOB SUMMARY:

Under the direct supervision of the Accounting Manager, handles daily accounting duties including but not limited to: enters and reconcile data to the general ledger; assists in preparing budget forecast; reconciles bank statements; payroll processing; prepares purchase orders; files and retrieves materials as needed or upon request; maintains records and stores data on electronic media; prepares periodic reports; compiles information and forwards to proper reporting agencies; maintains fixed asset ledger for GASB 34 reporting; performs annual inventory and maintain property records on all City property. Performs other related duties as needed or upon request in support of the Finance Department.

Credentials and Experience: Associate's Degree in Accounting preferred plus 3 years' accounting experience or an equivalent of seven or more years' experience in Accounting. Essential skills also include written & oral communication skills, the ability to interact with officials and the public, ability to analyze and solve complex problems; ability to perform under changing, intensive deadlines multiple concurrent tasks; the ability to work with constant interruptions. Proficiency in MS Office and other software packages. Must be bondable. Ability to work non-standard hours, including holidays and weekends.

Submit cover letter and resume to: City of Selma Personnel Department
P. O. Box 450
Selma, AL 36702-0450

E-mail address: lrutledge@selma-al.gov.