

JOB POSTING

ACCOUNTANT

DeKalb County Commission

Salary Range: To be determined – based on experience and ability

Taking Applications: Through September 30, 2024 (may be extended)

Applicant should have at a minimum:

- a) Possess a BS Degree in Accounting
- b) Two years' experience in governmental accounting preferred
- c) Ability to travel to training programs outside the County

Job Summary:

Under the direction of the County Administrator, the employee is responsible for the following areas:

- a) Journal entries (includes posting entries made by A/P and P/R and classifying revenues/expenditures)
- b) Pay federal/state payroll taxes and assist A/P and P/R as needed
- c) Accounts Receivable (includes deposits and management of revenue)
- d) Bank reconcilements
- e) Capital Asset and Debt Management
- f) Prepare claims/invoices for various agencies/departments
- g) Tobacco Stamp shipping and inventory
- h) Assist County Administrator with financial statements for audits and other duties

Other Requirements:

- a) Proficiency in Excel and Word documents, etc.
- b) Good communication, math and computer skills
- c) Knowledge of local, state and federal laws and ability to research as needed
- d) Knowledge of Accounting standards

Benefits: Health, dental and life insurance; State Retirement; paid sick and annual leave; and paid holidays

Send Resume' to:

DeKalb County Commission
111 Grand Avenue, SW
Fort Payne, AL 35967
Attn: Matt G. Sharp, Administrator
msharp@dekalbcountyal.us