



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Accounting Associate, Senior FY15-33

DEPARTMENT: Water Department

ENTRY SALARY: \$16.70 – per hour, plus benefits

PAY GRADE: 16

REQUIREMENTS: Perform financial and administrative tasks, to perform advanced level financial work conducting financial analysis, review and reconciliation of accounts to ensure integrity and accountability and to supervise and provide guidance and direction to office staff of the Department. Oversees the activities of billing and department financial reporting to ensure the accuracy of records and compliance with internal procedures and Generally Accepted Accounting Principles (GAAP). Assists the Director during the budget process in compiling accurate information and documentation of the state of the Department's financial business. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or GED with advanced training in accounting and/or bookkeeping with a minimum of five years experience performing routine to complex accounting and bookkeeping tasks with some experience at the supervisory level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM – October 30, 2014

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 10/17/2014