

**The City of Forsyth is accepting applications for a Finance Clerk. Qualified applicants may download an application at [www.cityofforsyth.net](http://www.cityofforsyth.net). Applications should be submitted to Regina Ivie via hand delivery at 200 S Kimball Street or via email to [rivie@cityofforsyth.com](mailto:rivie@cityofforsyth.com) or mailed to City of Forsyth, PO Box 1447, Forsyth Ga 31029. The City of Forsyth is an EOE and a Drug Free workplace. Salary is dependent upon qualifications and experience.**

**JOB TITLE: Finance Clerk**  
**DEPARTMENT: ADMINISTRATION**  
**REPORTS TO: City Clerk**

**SUMMARY:**

This position is responsible for assisting the City Clerk with the overall administration of all financial functions for the City government. This individual is responsible for the collection of data and compiling required information for the comprehensive annual financial report, annual audit; fixed assets and human resources.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Responsible for assisting with all operations of the Administration Department, including but not limited to customer service, accounting, accounts payable, utility billing.
- Responsible for Human Resources; all related functions for the City and department.
- Assists with the year-end processes for the audit, closing the fiscal year, W2 preparation, quarterly reports, 1099's.
- Assist City Clerk with collection of data for open records requests.
- Assists external auditors by providing needed data and responding to inquiries.
- Audits the work of employees engaged in receiving, disbursing, and accounting for municipal funds.
- Assist with reconciliation of all bank statements.
- Monitors expenditure levels of all City departments for compliance with budgetary and management objectives.
- Filing, proper record keeping of all city records.
- Performs other related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of public finance, budgeting, and accounting.
- Knowledge of the principles and practices of public administration.

- Knowledge of the principles and practices of computerized financial information management.
- Knowledge of special requirements pertaining to accounting for and investment of governmental funds.
- Knowledge of human resources, family and medical leave act laws, workers compensation.
- Knowledge of governmental auditing procedures.
- Knowledge of relevant federal and state laws, City ordinances, and departmental policies and procedures.
- Knowledge of grant application and administration regulations.
- Skill in utilizing financial computer software programs.
- Skill in operating general office equipment, including a calculator, typewriter, and word processor.
- Skill in oral and written communication.

**MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Finance Clerk shall possess at least a level of competency commonly associated with the completion of a bachelor’s degree in a course of study related to the occupational field. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department is also required, usually interpreted to require three to five years of related experience.

**SUPERVISORY CONTROLS AND RESPONSIBILITIES**

None.

**TRAVEL**

The Finance Clerk may be required to periodically travel to meetings held throughout the State of Georgia. The Finance Clerk must possess a valid driver’s license and must have access to reliable transportation. The Finance Clerk is sometimes required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

**GUIDELINES**

The Finance Clerk utilizes regulations and data set forth in accordance with City of Forsyth Ordinances, City of Forsyth Personnel Policies and Procedures, the Georgia Open Records Act, the Georgia Records Retention Schedule, GASB 34, the Fair Labor Standards Act, and other requirements set forth by state and federal government entities.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

The incumbent is required to possess the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. The incumbent is required to possess the ability to write reports and essays with proper format, punctuation, spelling and grammar, using

all parts of speech. This requires the ability to speak with and before others with poise, voice control, and confidence using proper grammar.

**MATHEMATICAL SKILLS:**

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The Finance Clerk must also be able to compute percentage and be able to interpret various graphs. Detailed financial reports, forecasts, and projections must also be completed by the incumbent in order to convey appropriate information to the Mayor, City Council, and City Manager.

**COMMUNICATION SKILLS:**

The Finance Clerk must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information, resolve problems, provide service, direct the efforts of others, stimulate the quality of performance, and discipline subordinates. Contacts are generally made with City employees, as well as regional and state officials and bureaucrats.

**REASONING ABILITY:**

The Finance Clerk must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, tabular, spreadsheet, financial report, or diagram form. The incumbent must also have the ability to address multiple problems involving several concrete or abstract variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use a computer, talk, and listen. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical work environment is within an office with noise levels usually being low-to-moderate.