

Job Title: Accountant / Human Resources

Reports To: City Administrator

Job Summary: The Accountant / Human Resources is responsible for overseeing all financial operations of the City in compliance with Generally Accepted Accounting Principles (GAAP) and federal and state accounting and auditing standards. The Accountant / Human Resources provides financial guidance in collaboration with the accounting consultant to the City Administrator, the city council, and department heads. This role establishes fiscal and accounting policies and procedures, manages city funds and investments, and ensures adherence to all relevant regulations and standards. Additionally, the Accountant / Human Resources ensures that departmental activities related to requisitioning, preparing and submitting purchase orders, and receiving goods, materials, and equipment comply with state purchasing laws applicable to municipalities.

Job Qualifications and Education:

- Bachelor's degree in accounting, finance or a related field. A master's degree is preferred.
- Three to five years of experience in accounting. Experience in human resources preferred.

Essential Duties and Responsibilities:

- Oversee all accounting activities and manage the daily financial operations of the City of Emory and City of Emory's Economic Development Corporation (EDC), including purchasing, accounts payable, accounts receivable, payroll, billing, and collections for the municipal court, water, sewer, and sanitation departments.
- Manage and assess sales tax and property tax collections.
- Conduct monthly bank reconciliations and month-end and year-end closing processes in collaboration with accounting consultant.
- Deliver monthly, quarterly, and annual financial reports to department heads, the City Administrator, the city council and EDC board; attend monthly council meetings as required.
- Compile, analyze, and review financial data, records, statements, and reports.
- Develop, coordinate, and monitor the city's annual budget in coordination with the City Administrator and accounting consultant ensuring that all purchases align with state procurement and financial policy guidelines.
- Draft and update financial, accounting, and investment policies and procedures, implementing controls to ensure operational efficiency, effectiveness, and compliance with GAAP.
- Resolve accounting-related issues through transaction research, correction, and financial evaluation.
- Perform human resources functions including processing payroll, managing employee benefits, providing timely comprehensive performance reviews in coordination with City Administrator and department heads, and implementing disciplinary actions as necessary.
- Manage payroll processes, including time input, tracking leave balances, issuing paychecks and filing payroll tax reports.
- Maintain accurate records for employee payroll and personnel information.
- Manage cash flow to ensure sufficient liquidity for weekly expenditures, payroll, debt service payments, and capital expenditures.
- Develop and direct the strategic approach for the city's investment policy, debt policy, finance-related administrative directives, and internal control framework.

- Manage the issuance of debt by assessing the need for new and existing debt and ensuring the completion of bond or debt issuance while collaborating with underwriters, bond counsel, and financial advisors.
- Conduct annual reviews of the city's fixed assets and inventory for accounting and insurance purposes.
- Prepare and file required documentation for federal, state, or local grants and reimbursements.
- Provide exceptional customer service to internal and external stakeholders by addressing inquiries professionally and promptly.
- Perform other duties as assigned by the City Administrator.

Skills and Knowledge:

- Proficient in accounting principles, finance, budget preparation, treasury functions, purchasing, and municipal operations.
- Knowledge of GAAP and Governmental Accounting Standards Board (GASB).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); familiarity with CenterPoint Accounting Software is preferred.
- Highly collaborative, organized, and detail-oriented, capable of managing multiple tasks effectively.
- Strong understanding of and adherence to oral and written policies, procedures, instructions, ordinances, and laws.
- Effective in interpersonal situations, establishing relationships, and encouraging cooperation from others.
- Ability to communicate ideas, facts, and technical information accurately and thoroughly, in a manner easily understood by the intended audience.
- Effective planning of work activities and optimal utilization of resources.
- Strong problem-solving skills to address financial challenges.

Salary and Benefits:

- Exempt salary - \$60,000 - \$80,000
- Employer paid TML health insurance, HRA, dental insurance, vision insurance and basic life insurance.
- TMRS retirement with a 2:1 city match plus supplemental death benefit.

This position shall remain open until filled.