

City of Clarkesville, Georgia  
Class Specification

Class Title: Project Finance Clerk  
Department: Finance  
Reports to: City Manager

Job Summary

Plans, organize and manages project operations of finance, grants, accounting, purchasing, and information systems for the City. Administers financial, accounting, budgeting, purchasing, management information systems, and does payroll

Essential Job Functions (all incumbents may not perform all responsibilities)

Plans, organize and directs special financial, grants, SPLOST, accounting, budgeting, purchasing, other related events, fixed assets, management information services, and internal and external audits.

Utilizes business systems for daily operations; amends and updates systems as appropriate; monitors and evaluates the performance of operating systems.

Develops and administers comprehensive reporting systems that include: (1) comprehensive and periodic reports, (2) projects and special reports, and (3) City financial grant reports monthly to the City Manager.

Develops departmental budget and goals and monitors expenditures and performance compared to the plans

Directs the conduct of internal audit activities associated with grants, SPLOST, and other related items

Consults with and assists external auditors in developing procedures and authoritative pronouncements, providing data and documents, and resolving questions and recommendations. Includes information, financial analysis, and advice to City Manager and department heads - including various costs of services analysis, studies recommendations on matters relating to finance, accounting, purchasing, or computer operations.

Performs other related work as required.

Material and Equipment Used

Computer PC Calculator  
General Office Equipment

Microsoft Office PC Software  
Minimum Qualification Required

Education and Experience:

Bachelor's Degree in Accounting, Finance, or a related field

Five years of accounting, finance, grants, purchasing, budgeting, and systems experience

Any equivalent combination of education and experience provides the minimum level of qualifications stated above.

Knowledge, Skills, and Abilities:

Knowledge of professional standards generally accepted accounting procedures (GAAP) as promulgated, interpreted, and published by the GFOA, HCGA, GASB, and GAO.

Knowledge of cash management techniques and practices

Knowledge of unique requirements of accounting for investments of government funds, grants purchasing, and fixed assets

Knowledge of principles and practices of municipal budgeting procedures and multi-funded financing operations

Knowledge of computer operations and applications to municipal governments

Ability to communicate clearly and effectively, both orally and in writing

The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Working Conditions: While performing the essential functions of this position, the employee is frequently exposed to a regular office operation and is moderately quiet.