



## **INTERNAL JOB POSTING**

### **POSITION: PRINCIPAL ACCOUNTANT**

**Salary Range: \$54,237-\$84,069**

**FLSA: Exempt**

#### **Purpose of Classification:**

The purpose of this classification is to perform general and specialized financial duties for the Accounting Department. This position will also assist in directing the staff in the collection and disbursement of ad valorem taxes and to ensure compliance with related reporting rules and regulations.

#### **Essential Functions:**

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and department Director; and trains staff in operations, policies, and procedures.

Continuously strive toward improving processes by conducting audits to verify quality and best practices.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to upper management; and assists with the revision of procedure manuals as appropriate.

Receives and compiles deposits for distribution of tax revenues; reviews submitted balances and receipts for accuracy and completeness; makes adjustments in computer systems and in documentation as needed; prepares, records and submits bank deposits and checks to accounting division; prepares data for monthly distribution to taxing authority

Reconciles accounts; reviews deposit reports; downloads and imports data; researches out of balance issue such as chargebacks, uncleared checks, etc.; resolves discrepancies and corrects errors; prepares related journal entries; and issues void and reissue refund checks as needed. Checking balances and account groups to ensure accuracy; prepares and submits required reports and audits; prepares monthly ad-hoc collection reports; prepares annual audit responses to account for current and delinquent taxes.



# IRVIN J. JOHNSON

Tax Commissioner  
DeKalb County, GA

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Office of the Tax Commissioner

Nicole M Golden, Chief Deputy Tax Commissioner

## **Essential Functions Continued:**

Coordinates information technology functions for the department; coordinates implementation of new software; tests and evaluates new systems and upgrades; reviews software reporting tools; makes recommendations and provides solutions for improved efficiency and functions; schedules installation with Information Technology staff and vendors; writes queries to analyze and review system data; performs network administration functions to add and delete user accounts and reset user passwords as necessary; and trains staff on new systems.

Ensures work activities are in compliance with local, state, and federal rules, regulations, laws, codes, and ordinances; reviews specific processes, documents and taxpayer interactions; identifies problems and violations; initiates problem resolution and process changes to correct deviations; and evaluates proposed legislation for potential impact on County systems and finances.

## **Minimum Qualifications:**

- Bachelor's Degree in Accounting, Finance or a related field
- Five years of experience in accounting, finance or related field with progressive responsibilities
- Must have any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Professional in manner, maintain a positive attitude, well spoken, and concise
- Possess strong critical thinking skills, an analytical mind, and problem- solving aptitude
- Considered proficient in MS Office Suite
- Advanced organizational skills with the ability to handle multiple assignments
- Possess strong effective communication skills both verbally and non-verbally
- Self-starter and take initiative
- Be able to work independently and on a team