



IRVIN J. JOHNSON

Tax Commissioner
DeKalb County, GA

Office of the Tax Commissioner

Nicole M Golden, Chief Deputy Tax Commissioner

Position: Accounting Tech, Senior

Salary Range: \$42,785- \$68,884

FLSA: Exempt

The purpose of this classification is to perform general and specialized accounting duties in reconciling accounts, entering journal entries, preparing transactional and informational reports, and performing related administrative duties.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs accounting functions for assigned accounts; enters and posts financial data; prepares and approves journal entries; reconciles accounts; calculates data and enters data into computer systems; research errors and makes corrections as required; maintains financial records; and prepares and submits related reports as required.

Maintains accounting records for various County tax funds and other taxing authorities; analyzes general ledger accounts for accuracy and appropriateness of transactions; reviews cash receipts and deposits, as well as journal, for accuracy; performs daily and/or monthly closeout of general ledger; and prepares and submits related reports as required.

Performs cash flow analysis and review of assigned County funds; reviews account balances; verifies and process fund transfers to County, BOE and various cities within DeKalb; ensures deposits made to proper accounts; maintains related files and documentation; and prepares and submits related reports as required.

Research, validate and process property tax refunds; ensures refunds are processed accurately and in a timely manner.

Manages returned payments; ensures accuracy with reversal of tax payments and notification to customers.

Participates in special projects as assigned; research, compiles and prepares reports; analyzes data and makes recommendations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; and attends workshops and training sessions as appropriate.



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Minimum Qualifications:

- Bachelor's degree in accounting, finance, business, or a related field.
- Two years of experience in accounting, business, account payables/receivable or related field or any equivalent combination of education, training, and experience which would provide requisite knowledge, skill, and abilities for this job.
- Must be professional in manner, maintain a positive attitude, well spoken, and concise.
- Must 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.
- Must possess strong effective communication skills both verbally and non-verbally.
- Must be a self-starter and take initiative.
- Be able to work independently and on a team.