



POSITION AVAILABLE: ACCOUNTING SPECIALIST

The City of Oxford is accepting applications for the position of Accounting Specialist. This position is responsible for routine clerical, accounting and administrative work in accounts payable, accounts receivable and general administration.

Minimum Qualifications:

- A) Graduation from an accredited two-year college or university with an Associate's Degree in accounting or finance and two (2) years' experience in an accounting/finance environment;
OR
- B) Four (4) years of experience in an accounting/finance environment;
OR
- B) Any equivalent combination of education and experience.

Top candidates will possess the following knowledge/skills/abilities/experience at a minimum:

- Working knowledge of governmental accounting principles and practices.
- Strong interpersonal skills and a commitment to excellent customer service.
- Ability to count money accurately and reconcile tills.
- Successful performance working on a collaborative team.
- Ability to communicate in a professional manner verbally and in writing, and with customers and stakeholders at all levels.
- Record of good attendance at previous employer(s).
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions.
- Working knowledge of Microsoft Office 365 applications including Outlook, Word, Excel, and Sharepoint.

Entry salary for this position is \$39,547.72 annually (\$19.01 hourly). Actual salary will be determined based on qualifications and experience. The City of Oxford offers a comprehensive benefits package including paid holidays, sick and vacation leave, health, dental, vision and life insurance coverage, short- and long-term disability coverage, and a defined contribution retirement plan with employer match opportunities.

For a complete list of job responsibilities and application, visit our website at <https://www.oxfordgeorgia.org/ApplyForJob.aspx>.

Applications will be accepted through Friday, July 26, 2024. Resumes submitted without completed applications will not be considered. A background investigation including criminal history check and drug screening will be conducted on selected candidate.

Completed job applications may be dropped off in person or mailed to:
Oxford City Hall
Attn: Job Announcement
110 West Clark Street
Oxford, GA 30054

The City of Oxford is an Equal Opportunity Employer