

**Columbus Consolidated Government****Assistant Accounting Technician - Bull Creek Golf Course (Part Time)**

<b>SALARY</b>	\$15.00 Hourly	<b>LOCATION</b>	Columbus, GA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2025-00000070
<b>DEPARTMENT</b>	Bull Creek Golf Course	<b>DIVISION</b>	Bull Creek Golf Course Operations
<b>OPENING DATE</b>	02/11/2025	<b>CLOSING DATE</b>	Continuous

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**Major Duties and Responsibilities**

- Balances cash register against cash receipt system total; locates and corrects errors.
- Receipts and processes revenue from the department; processes cash and credit card payments received in person or through mail; balances cash received.
- Pays all department bills through the Advantage system.
- Prepares and processes purchase orders; orders supplies and services through vendors.
- Ensures that delivered supplies or services are satisfactory; monitors and tracks open vendor accounts; enters and tracks accounts payable and receivable.
- Reconciles department credit card monthly.
- Performs analysis of cash for accuracy of cash position.
- Enters biweekly payroll and employee status changes through Advantage 360, including new employee information, payroll deductions, direct deposit, and federal and state tax information, etc.

- Processes vacation and sick leave; processes overtime; creates and maintains employee files.
- Opens and distributes mail to appropriate personnel.
- Answers and directs phone calls, takes messages, screens calls, provides information to callers, receives complaints, and directs calls and messages to the appropriate personnel.
- Schedules and conducts new employee orientation classes.
- Composes letters and memos; organizes office files and records.
- Assists the general public; answers questions; provides assistance and information.
- Maintains and balances petty cash funds.
- Distributes payroll advices and checks.
- Takes all deposits to the bank at the end of the day.
- Creates and maintains filing system for areas of responsibility.
- Maintains office supply inventory.
- Performs other related duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, and local laws regarding the collection of taxes and other revenue.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of cash register operations.
- Knowledge of multi-line phone systems.
- Knowledge of office administration practices and procedures such as letter writing and the operation of standard office equipment.
- Knowledge of computer applications.
- Knowledge of the basic principles of accounting.
- Knowledge of basic budgetary principles and practices.
- Knowledge of the techniques of record keeping, report preparation, filing methods, and records management.
- Skill in researching, compiling and summarizing information and statistical data.
- Skill in planning, organizing, and coordinating administrative operations.
- Skill in utilizing financial computer software programs.
- Skill in problem-solving and decision making.
- Skill in operating standard office equipment.
- Skill in oral and written communication.

## **Minimum Educational and Training Requirements**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with high school education. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

## Physical Requirements

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1 – expressing ideas by spoken word.
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.
- Visual Acuity 4 - operate motor vehicles/heavy equipment.
- Visual Acuity 5 - close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.
- Walking - on foot to accomplish tasks, long distances, or site to site.

The work is typically performed in an office, library, or computer room where the employee may be exposed to noise.

## Benefits

There are no benefits associated with this position.

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**Employer**

Columbus Consolidated Government

**Address**

City Hall  
1111 1st Avenue  
Columbus, Georgia, 31901

**Phone**

706-225-4059

**Website**

<http://www.columbusga.gov/HR>