



The Chatham County - Savannah Metropolitan Planning Commission is seeking qualified applicants for the position of Bookkeeper/ Budget Analyst.

The purpose of this position is to provide financial accounting, bookkeeping and analysis duties in support of sound financial management of the MPC's operations. This position performs professional analytical work in identifying, defining, analyzing, and recommending solutions to budgetary and/or operational concerns for the MPC's departments including enterprise funded departments.. Successful performance in this position results in the provision of accurate and timely fiscal plans.

Other duties include:

- Participating in the data collection, compilation, and organization of budget documentation; monitor the approved budget by tracking expenditures and comparing to authorized limits; participating in preparation of status reports; reviews, investigates and approves budget related forms
- Maintaining the annual budget and chart of accounts
- Preparing budget analysis and feasibility analyses
- Preparing periodic reports of operations for management; performs cost benefit analysis to compare operating programs
- Preparing and presents data in a coherent oral, written, or graphic manner
- Perform general bookkeeping duties, including posting information to accounting software and regularly reconciling accounts
- May assist in monitoring compliance with applicable grants to ensure compliance with state and federal requirements and regulations
- Serve as a budgetary liaison with the City of Savannah, Chatham County, and grant administration to resolve issues or concerns
- Ability to maintain financial records and files organized
- Knowledge bookkeeping and accounting principles

MINIMUM QUALIFICATIONS: CPA preferred. Position requires a bachelor's degree in Accounting, Finance, Business or Public Administration, or a related field supplemented by four (4) years of professional budgeting, contracts, accounting, or financial management experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Advanced to intermediate accounting software experience, Microsoft word, proficiency in Excel, and recordkeeping principles.