

City of Covington Job Posting

Accountant

Date: June 2026

Grade Number: GR 7

Department: Treasury & Finance

FLSA Status: Non-Exempt, Full-Time

GENERAL PURPOSE: The City of Covington is seeking a detail-oriented Municipal Accountant to perform professional accounting and bookkeeping duties in accordance with established accounting principles, policies, and procedures. This position supports the accuracy and integrity of the City's fiscal records and financial systems, assists with daily financial operations, and maintains positive vendor and departmental relationships.

SUPERVISION RECEIVED: Works under the direct supervision of the Senior Accountant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process invoices and requisitions for goods and services, ensuring compliance with established financial policies and procedures
- Maintain vendor files with current contact, tax, and banking information
- Respond to departmental inquiries, vendor inquiries, and public inquiries regarding account balances, payment status, expenditure coding, and posting corrections
- Process daily deposit and prepare daily cash report
- Process accounts receivable and payable
- Ensure financial records are maintained in compliance with policies and procedures
- Establishes and monitors the implementation and maintenance of accounting control procedures
- Codes receipts, reconciles daily cash drawer, and keeps such records as needed to verify cash balances, collect and input receivables
- Serve as backup to the Accounting Clerk by accepting payment for property taxes, utility bills and miscellaneous receivables
- Will serve as aid to Senior Accountant with reconciliation of financial statements
- Will assist Senior Accountant with aspects of travel expense processing
- Performs other duties as needed

KNOWLEDGE AND ABILITIES:

- Proficiency with accounting software, spreadsheets, and word processing applications
- Effective organizational, analytical, and problem-solving skills
- Ability to prioritize tasks, meet deadlines, and work effectively under pressure
- Ability to communicate professionally with vendors, departments, and the public
- Knowledge of municipal accounting practices, purchasing procedures, and applicable financial regulations

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, business administration or similar area of focus **OR** equivalent experience performing similar accounting responsibilities in a comparable environment

SPECIAL REQUIREMENTS

Must be bondable

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; Local Government software; 10-key calculator, phone, fax and copy machine; various general use office supplies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands for fine motor operation of tools or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Pre-employment physical, drug test, and background check required of successful applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS OVERVIEW

Benefits include state-provided medical, dental, vision and prescription coverage; automatic enrollment and contribution to the Tennessee Consolidated Retirement System; 401(K) and 457 employee funded account; State of Tennessee Employee Assistance Program; eligibility for tuition reimbursement after 12 months of employment; free employee membership to the City's Sportsplex and Aquatic Center; and paid personal and sick leave through service accrual.

EEOC Statement

The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.