

## **CITY OF FULSHEAR** **ACCOUNTANT**

### **CLASS SUMMARY**

**FLSA Status: N**

Performs accounting work to ensure accounting and financial activities are in compliance with generally accepted accounting principles related to accounts payable, accounts receivable, payroll, budget and financial reporting. Employee may assist other office support positions within the respective operational area. Work is performed under the general direction of the Finance Manager. Work is reviewed through system checks and balances and for timeliness, accuracy and adherence to city policies and procedures through review of records and reports, meetings, and annual performance evaluations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Responds to internal and public inquires and requests on payroll, accounts payable and finance.

Processes, verifies, reconciles and audits payroll for all City employees; verifies time sheet information for hours worked, overtime and leave taken; enters into computer; prepares, generates and distributes payroll checks; processes tax liability payments; processes voluntary and involuntary deductions; maintains payroll master file; prepares W-2 and related withholding reconciliation forms; and balances payroll accounts.

Prepares and reconciles daily bank deposits for bank depository.

Audits and processes all payments for contractual work and vendors; invoices, and other financial documents; reviews receiving reports; verifies calculations, extensions, and discounts for services and purchases; schedules accounts payable transactions for discounts; posts expenditure entries, and prepares and generates checks for signature; distributes accounts payable checks.

Assists with monitoring and resolving issues with contracts, budgets, purchase orders, cost summaries and invoices.

Maintains and audits supply/equipment expenditure status.

Monitor, track and prepare reports regarding the City's fixed assets.

Reviews data for accuracy, compiles data for entry into computer, enters correct data, computes data for weekly and monthly reports, records specific changes to information or data base, prepares, generates, and distributes weekly, monthly, quarterly or annual reports.

Develops and maintains computer generated spreadsheet; posts and reconciles computer transactions; computes and records charges; calculates totals, net amounts and records computations; makes computations on separate adding and calculating machines.

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Assists in preparation of year-end closing entries and work papers for selected funds and accounts in compliance with GASB standards.

Assist in the preparation of the Comprehensive Annual Financial Report (CAFR) and annual audit.

Responds to requests for information from management, employees and the general public; coordinates information and work orders with appropriate operational areas; prepares sufficiently detailed reports for public meetings and/or discussions; sends notification correspondence and assists in resolution of public or customer concerns.

Other duties as assigned or required to perform the functions of the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, and handle or operate standard office equipment. The ability to enter data into computer terminals in a sustained manner is required. The employee is frequently required to talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee is normally not exposed to outside weather conditions. The noise level in the work environment is usually quiet.

### MINIMUM QUALIFICATIONS

Work requires possession of a Bachelor's degree in accounting, finance, or business administration. A minimum of two years municipal finance experience with bookkeeping, accounting, auditing, or related functions and operations; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of municipal finance, bookkeeping, auditing, general accounting practices, methods, functions and procedures.

Knowledge of office practices and procedures.

Ability to interpret and apply complex policies, regulations, codes, and procedures.

Ability to make accurate mathematical calculations.

Ability to maintain confidentiality regarding human resources and financial matters.

Ability to communicate effectively with a variety of work-related contacts, both orally and in writing.

Ability to effectively plan, organize, schedule, and prioritize activities, tasks, and assignments.

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Ability to maintain complex records and prepare meaningful clear, concise, and accurate reports.

Ability to answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner.

Skill in the use of computer and data-entry equipment.

Skill in establishing and maintaining effective working relationships with superiors, employees, vendors, financial institutions and the general public.

### **LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

Valid State of Texas Driver's License

### **CLASS "E"**

**Revised: September, 2018**