

Job Description: ACCOUNTANT II

PAY GROUP: 15

EEOC CATEGORY: Admin. Support

FLSA: Exempt

SUMMARY OF POSITION:

Performs complex cash reconciliations. Processes payroll. Coordinates and performs advanced level accounting functions that involve the research and analysis of financial transactions and the reporting of municipal finances; prepares and posts advance level journal entries; provides accounting guidance and assistance to City departments; performs other accounting related duties relative to area of assignment.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Accounting Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other employees within the finance department and with other city departments.

EXAMPLES OF WORK:

Essential Duties*

1. Maintains the City's depository accounts:
 - Initiates bank wire/transfers; initiates investment fund transfers
 - Monitor daily bank activity for outgoing drafts/wires; verify and record accordingly
2. Coordinates and conducts the accounting duties of Payroll:
 - Perform bi-weekly payroll process for multiple pay structures
 - Review calculation and/or time entry errors with departments and correct as necessary
 - Prepare and submit all payroll related reports and payments after completion of payroll
 - Prepare and submit quarterly 941, monthly retirement report, and annual W-2 processing
3. Assist in the accounting duties of Accounts Payable;
 - Process large volume of invoices and check requests;
 - Verify all payables to confirm proper authorization, accuracy and supporting documentation
 - Research and resolve discrepancies, resolve errors on invoices and handle payment inquiries from vendors
 - Assist with bi-monthly check runs
4. Assist in the accounting duties of Accounts Receivable by receiving, processing, and accounting for payments and receipts from the general public and other city departments, and preparing daily deposit.

5. Assist management in collaboration with the City's external auditors to:
 - Prepares schedules and provides supporting documents for external auditors
6. Prepares, analyzes, and makes adjusting entries to General Ledger control account:
 - Prepares journal entries for necessary corrections due to errors in postings
 - Prepares appropriate journal entries for the correct expensing of inventory items
7. Prepares monthly and quarterly reports and makes appropriate journal entries:
8. Coordinates and reconciles the City's merchant services accounts
 - Prepares various accounting reports as needed
9. Assists in month end and year end closing:
 - Prepares necessary accruals at Fiscal Year end.

Other Important Duties*

- May be required to perform duties of other Finance department employees in their absence;
- Performs such other duties as may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the ability to read and comprehend financial reports, bank statements, spreadsheets, and accounting policies.
- Ability to think critically and creatively to interpret data and make conclusions;
- Must be able to prioritize and work multiple tasks
- Effective verbal and written communication skills are required; must be able to maintain positive working relationships with City departments and personnel, outside agencies, banks, vendors, and local businesses.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance, or a closely related field is preferred.
- Minimum of three (3) years of progressive accounting experience with at least one (1) year of payroll experience required; preferably in governmental accounting.
- Experience with an Enterprise financial system, Tyler-ERP PRO 10 preferred
- Extensive, high level spreadsheet knowledge.
- Strong complex problem-solving skills

CERTIFICATES AND LICENSES REQUIRED:

Must be bondable.

Depending on area of assignment, a valid Texas Driver's License with an acceptable driving record may be required.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. July 26

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