

## **CITY OF WALLER JOB DESCRIPTION**

Job Title: Accountant

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Non- Exempt

Reports To: Finance Officer

Department: Administration

Date: October 2023

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### **JOB SUMMARY**

Under the direction of the the Finance Officer, the accountant will work closely with the Finance Officer to help oversee the overall financial activity of the City in accordance with generally accepted accounting principles, including accounting, cash management, deposits, accounts receivable, accounts payable and payroll. The accountant maintains fiscal controls regarding expenditures and balance of City funds; reviews, reconciles, and allocates funds from various accounts, and prepares a variety of fiscal and accounting reports and records. Employee is responsible for reconciling accounting of City holdings, balancing ledgers and journals pertaining to individual fiscal accounts, and preparing a variety of periodic fiscal reports. Employee assists department heads, City personnel, and the general public by providing general fiscal information as requested. Employee assists with year-end audit preparation.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computation, report and letter preparation, and decision making within scope of responsibility.

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### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what an accountant may be asked to perform; other duties may be assigned:

- Help supervise the City's financial and accounting functions under the direction of the Finance Officer.
- Prepares monthly financial reports.
- Reviews General Ledger for accuracy and corrects errors.
- Performs bank reconciliations on all City banking.
- Assist with preparation of documentation in assisting external financial auditors, coordinates the annual financial audit.
- Maintains and conducts periodic fixed asset inventory.
- Performs all other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- Accounting, Finance or related field and at least five (5) years of progressively, responsible municipal government experience.

- Previous experience in “front-line” customer service, dealing directly with the public preferred.
- Must have considerable knowledge in accounting theory, principles, practice, & knowledge of Texas Statutes as they relate to government financial practices.
- Must have excellent grammar, writing, communication and organizational skills.

### **SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, “team player,” industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

### **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations without aid of a calculator.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

### **Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

### **Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days.
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).