



CITY OF INGLESIDE JOB DESCRIPTION

Accountant

Department:	Finance
FLSA Status:	Non-Exempt
Effective Date:	05/13/2020
Pay Grade:	9

POSITION SUMMARY

Performs difficult skilled technical work, maintaining appropriate files and records, preparing, and posting journal entries, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares monthly reconciliation of depository and investment accounts.
- Posts and prepares monthly journal entries; analyzes general ledger ensuring accuracy; reconciles and prepares for year-end.
- Provides assistant with preparations for internal and external annual audits; works with auditors for the audit process and cost allocation study; reviews draft of audit reports and supporting documentation and makes corrections, as necessary.
- Assists with budget development and execution, including reviewing requests, data input, verifying reports and producing budget reports; handles monthly analysis of budget revenue and expense activities.
- Maintains grant financial and administrative records.
- Evaluates financial software and accounting procedures; recommends methods or procedures to maximize software utility.
- Aids in the development of accounting policies and procedures for the department and/or the organization.
- Receives requests for departmental procurement of goods and services and assists in the procurement process to ensure conformity to established procurement procedures.
- Acts as back up for processing accounts payable and payroll.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Limited supervision
- Under the direction of Director of Finance

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education - Bachelor's degree with coursework in business administration, or related field

Experience – considerable experience in fund or governmental accounting, or equivalent combination of education and experience.

License or Certificate – Valid driver's license in the State of Texas.

Required Education	bachelor's degree in business administration or Related field
Required Experience	Considerable experience in fund or government accounting
Combination OK?	Yes
License	Valid Texas Driver License

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of generally accepted governmental accounting principles and procedures; thorough knowledge of bookkeeping terminology, methods, procedures, and equipment; thorough knowledge of the rules, laws, regulations, policies, and Federal, State, and local laws governing financial operations.
- General knowledge of standard office procedures, practices, and equipment; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to understand and follow oral and written directions
- Ability to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with associates, Officials, and the general public.

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions.

- This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, speaking or hearing, climbing
- Balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic)

Weight	10 lbs.
Environment	Mod. Quiet
Physical Activity	Moderate

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job 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 contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date