



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Accountant/Analyst - CIP	LAST UPDATED:	January 13, 2016
DEPARTMENT:	Financial Services	JOB CLASS:	48
REPORTS TO:	Assistant Finance Director	FLSA DESIGNATION:	Exempt

Summary: Under general direction of the Assistant Finance Director, the Senior Accountant CIP performs complex accounting duties, including general ledger reconciliations, financial reporting and record keeping; maintains a variety of accounts and subsidiary ledgers for various city functions including capital assets, construction in progress, escrows, impact fees, and developer affidavits and performs a variety of accounting functions relative to assigned areas of responsibility.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Performs professional accounting functions in compliance with generally accepted accounting practices.
- Posts data to various ledgers, registers journals and logs according to established accounting standards and procedures.
- Prepares journal vouchers.
- Performs capital asset accounting, tracking and reconciliation.
- Performs land asset accounting tracking and reconciliation.
- Performs machinery and equipment asset accounting tracking and reconciliation.
- Prepares annual construction in progress budgets.
- Performs construction in progress accounting, tracking and reconciliation.
- Performs construction in progress bond payoffs and reconciliation.
- Performs escrow accounting, tracking and reconciliation.
- Performs impact fees accounting, tracking and reconciliation.
- Performs Developer affidavits accounting, tracking and reconciliation.
- Assigns capital asset inventory tags during the year.
- Assists in inventories of capital assets.
- Prepares end of year audit work papers for assigned accounts.
- Prepares various schedules, statements, notes and analysis in the Comprehensive Annual Financial Report.

Other Important Duties:

- Stays current in GASB and FASB pronouncements and changes in the accounting profession.
- May be required to travel to off-site meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.



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Required Knowledge and Skills:

- Knowledge of Governmental Accounting Standards Board (GASB) requirements and Generally Accepted Auditing Principles (GAAP) related to municipal finance administration and program development.
- Knowledge of Federal, State and Local financial policies, laws and regulations,
- Knowledge of maintaining complex computerized general ledger systems.
- Knowledge of computers and related equipment, hardware and software for development and tracking of various accounts.
- Knowledge of municipal audit practices and procedures.
- Knowledge of City policies and procedures.
- Skill in interpreting City policies and procedures.
- Skill in effective oral and written communications.
- Skill in tracking, monitoring, and reviewing various reports.
- Ability to prepare clear and concise reports.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Accounting, Finance or related field **and** three (3) years of accounting experience **and** CPA designation in Texas **or** Bachelor's Degree in Accounting, Finance or related field and five (5) years of responsible accounting experience **or** equivalent combination of education and experience.
- Certified Public Accountant for the State of Texas preferred.
- Preference given to individuals with governmental fund accounting experience.
- Must pass an Excel proficiency test.
- Must pass pre-employment drug screen, criminal background, and MVR check.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of intense concentration in the review of fiscal and accounting reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and general ledgers.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.

Approved By:

Signed by Anita Cothran, Director of Financial Serv.
Anita Cothran, Director of Financial Services

06/21/2013
Date

Lauren Safranek, Director of Human Resources

06/21/2013
Date



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