



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Senior Accountant/Analyst - Contracts **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 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 component units and contracts. 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.
- Maintains an array of accounts on the general and subsidiary ledgers.
- Prepares monthly fiscal reports, special reports and annual reports and returns relating to assigned accounts. Maintains, reconciles and audits a variety of ledgers, reports and accounting transactions to ensure accuracy.
- Enters updated information into select databases and maintains accurate records reconciling these databases to the general ledger. (Including Component Units, CIP, Debt, Cash Management, Grants)
- Monitors and balances various accounts including verifying availability of funds and classifying expenditures; research and analyze transactions to resolve problems relating to accounts for various city departments.
- Monitors record and analyze various revenue accounts including verifying funds received.
- Prepares cash flow statements, record and reconcile investment activity for city funds.
- Records transactions, maintains documentation and files various grantor reports to state agencies and federal agencies.
- Prepares end of year audit work papers for assigned accounts.
- Prepares various schedules, statements, notes and analysis in the Comprehensive Annual Financial Report.
- Reviews City Council Agendas and Minutes.
- Reviews various developers agreements, contracts, land sale/purchase contracts and legal commitments to determine the accounting transaction to be processed.



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Other Important Duties:

- Assists City department heads with planning and monitoring of budgetary expenditures.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Travels to attend meetings, conferences and training.
- Stays current in GASB and FASB pronouncements and changes in the accounting profession.
- May assist with preparation of City's annual budget or supporting schedules.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

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, including tax laws.
- 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.
- Skill in resolving customer complaints and concerns.
- Skill in problem solving.
- Ability to prepare clear and concise reports.
- Ability to research, analyze and evaluate new service delivery methods and techniques.

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 a pre-employment drug screening and motor vehicle record check.
- Must possess valid 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.



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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