



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Accountant - Inventory & Assets	LAST UPDATED:	September 27, 2016
DEPARTMENT:	Financial Services	JOB CLASS:	139
REPORTS TO:	Financial Services Manager	FLSA DESIGNATION:	Exempt

Summary: Under general direction of the Financial Services Manager, the Accountant performs complex to advanced technical and customer service duties with respect to the operation and maintenance of the inventory and asset systems. This position also performs accounting duties, including general ledger reconciliations, inventory reconciliations, asset reconciliations, prepaid asset reconciliations, financial reporting and record keeping; maintains a variety of reports for Finance; 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; check requests; and verifies accuracy of system generated transactions.
- Prepares monthly chargeouts for the various City inventory systems, including postage, fleet chargeouts, fuel, postage, NTTA toll tags, meters, warehouse and others as assigned.
- Reconciles inventory accounts, prepaid asset accounts and assigned general ledger expense accounts.
- Updates fixed asset system for assets purchased and disposed of during the year.
- Assists with inventory counts of the warehouse and other locations as assigned.
- Interacts with city employees regarding charges to expense accounts from inventory.
- Maintains internal controls and develops recordkeeping mechanisms to the meet needs of the division.
- 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 the accounts.
- Monitors and balances various accounts including verifying availability of funds and classifying expenditures; research and analyze transactions to resolve problems relating to accounts.
- Prepares end of year close out for division.
- Responds to and resolves difficult and sensitive inquiries and complaints from other City Departments.

Other Important Duties:

- Travels to attend meetings, conferences and training.
- Stays current in GASB and FASB pronouncements and changes in the accounting profession.
- 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 fixed assets and banking arrangements.
- 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.
- Ability to prepare clear and concise reports.
- Skill in problem solving.
- 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** one (1) year of accounting experience **or** equivalent combination of education and experience.
- Preference given to individuals with governmental fund accounting experience.
- Must pass a pre-employment drug screening, criminal background and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X

Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	X
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

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

Approved By:



Anita Cothran, Financial Services Director

06/28/2016

Date



Shannon Allyn, Human Resources Generalist

06/28/2016

Date