

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Staff Accountant

Department: Finance

Pay Grade: 110

FLSA Status: Exempt

JOB SUMMARY

The Staff Accountant performs various accounting functions for the City including journal entries, reconciliations, fixed asset accounting, grant accounting, purchasing, and reporting. An incumbent in this position also monitors the Unclaimed Property Fund, assists with Requests for Proposals and Requests for Bids, and assists the Controller in matters relating to the annual audit and computer-related year-end processing.

ESSENTIAL JOB FUNCTIONS

- Prepares general ledger batches in system; ensures accounting transactions are timely and accurately processed in accordance with Generally Accepted Accounting Principles (GAAP) and government accounting standards.
- Reconciles daily cash collections to the general ledger; monitors bank activity; and creates journal entries to record daily activity (such as for ACH, NSF, chargebacks, service/credit card charges).
- Prepares monthly, quarterly, and annual accounts receivable (AR) invoices to various clients.
- Maintains assigned leases; reconciles and invoices related accounts.
- Enters and tracks purchase orders in system until receipt of payment.
- Prepares federal and state reports pertaining to grants; maintains grant schedules; and prepares grant reimbursement requests.
- Performs various monthly reconciliations.
- Assists managers in Request for Proposals and Request for Bids processes; monitors and maintains purchasing program according to state law.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires Bachelor's degree in accounting from an accredited school, three (3) years of accounting work experience in a government setting, or an equivalent combination of education and experience; 18 semester hours in accounting and experience working with generally accepted accounting and government account standards preferred.

Licenses or Certifications:

- None.

Special Requirements:

- Pass a thorough criminal background check.
- Possess and maintain a valid Texas driver's license, Class "C", with an acceptable driving record.
- Ability to maintain regular, reliable in-person attendance and to work extended hours outside the normal 8-5 work week as needed.
- Type forty (40) or more words per minute (wpm).
- Use a 10-key calculator by touch.
- Comply with the City's drug free workplace policy including any testing requirements that might be applicable.

Knowledge, Skills and Abilities:

- Knowledge of accounting software systems.
- Knowledge of financial reporting standards in compliance with local, state, and federal regulations.
- Knowledge of Generally Accepted Accounting Procedures (GAAP) including procedures for grant accounting.
- Skill in using Microsoft Office (such as Excel and Word) and department software.
- Skill in typing and using a 10-key calculator.
- Skill in performing basic math computations including addition, subtraction, multiplication, division, and calculating percentages.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Ability to meet deadlines.
- Ability to perform accounting transactions accurately.
- Ability to work overtime when needed.
- Ability to accept constructive criticism.
- Ability to follow established policies and procedures.
- Ability to work cooperatively with fellow employees and supervisors.
- Ability to read and interpret difficult source documents.
- Ability to supervise and evaluate the work of others.
- Ability to use tact and diplomacy.
- Ability to deal with challenging situations.
- Ability to establish and maintain effective work relationships with other staff, department heads, vendors, government officials, and the general public.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	<ul style="list-style-type: none"> Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	<ul style="list-style-type: none"> Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
R	<ul style="list-style-type: none"> Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	<ul style="list-style-type: none"> Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	<ul style="list-style-type: none"> Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	<ul style="list-style-type: none"> Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	<ul style="list-style-type: none"> Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	<ul style="list-style-type: none"> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
O	<ul style="list-style-type: none"> Reaching: Extending hand(s) and arm(s) in any direction.
F	<ul style="list-style-type: none"> Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely
R	<ul style="list-style-type: none"> Standing: Being erect particularly for sustained periods of time.
C	<ul style="list-style-type: none"> Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	<ul style="list-style-type: none"> Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
O	<ul style="list-style-type: none"> Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed inside a climate-controlled building and is a relatively safe and secure work environment that may periodically have unpredicted requirements or demands.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date