



## Senior Accountant

ADM-CS

Department: Administration

Division: City Secretary's Office

Supervisor: City Secretary

FLSA Status: Non-Exempt

\$49,920.00 - \$54,080.00 Annually

\$24.00 - \$26.00 Hourly

### JOB SUMMARY

Under limited direction, the Senior Accountant manages and provides skilled accounting work for capital projects, grants, capital assets, escrow, developer agreements, and Tax Increment Reinvestment Zone (TIRZ) funds. Provides daily financial oversight to ensure that the financial records are complete, accurate, and comply with policies and procedures. This position also serves as the backup for the payroll functions.

### MAJOR DUTIES

- Performs technical and administrative accounting work necessary in maintaining the fiscal records and systems of the City in accordance with generally accepted accounting principles and applicable federal and state governmental accounting standards.
- Prepares monthly bank statement reconciliation.
- Prepares monthly financial statements for city council/ city manager.
- Prepare journal entries. Maintain, reconcile, and audit a variety of ledgers, reports and accounting transactions to ensure accuracy.
- Ability to maintain confidential and sensitive material.
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports.
- Provides technical assistance to City employees related to budgeting matters as needed.
- Demonstrate attention to detail, thoroughness and meet deadlines.
- Strong work ethic, displaying initiative, adaptability, and integrity.
- Prepare trail balances, financial reports, journal entries and periodic reconciliation of the statements. Prepare year-end GAAP journal entries and capitalize fixed assets.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB) statements, theories, and practices is required.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of other local organizations, offices, and the local area.
- Knowledge of customer service principles.
- Knowledge of Municipal Finance.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill to plan, schedule and work independently.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The City Secretary assigns work in terms of general instructions. In addition, the City Manager, Public Works Director, Building Official, Streets and Parks Director, and Chief of Police may assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY / SCOPE OF WORK

- The work consists of related administrative duties. The need to coordinate activities with a variety of constituents contributes to the complexity of the position. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, vendors, community organizations and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- An associate degree preferred from an accredited college or university with a major in business administration, public administration, or related field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Any combination of related certifications, experience, and licenses that will result in a candidate successfully performing the essential functions of the job.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.

#### ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name