

Job Description for: Accountant

JOB SUMMARY

The Accountant is responsible for performing technical, professional, and complex accounting work requiring the application of governmental and general accounting theory in maintaining accounting records and producing financial reports for the City of Haskell. This is accomplished by monitoring accounting processes, analyzing and reconciling general ledger accounts, compiling information for use by other departments, assisting with collection of moneys, assisting staff and departments in preparing supporting audit documentation, and various other tasks.

ESSENTIAL JOB FUNCTIONS

- Prepares monthly financial statement and bank reconciliations for the City of Haskell's bank accounts.
- Prepares and processes all journal entries as needed for all City Funds, to the general ledger.
- Analyzes and reconciles various general ledger accounts (both revenues and expenditures) and financial reports and makes recommendations for corrections.
- Compiles statistical, financial, and accounting information for use by other departments.
- Verifies and escheats City moneys (unclaimed/uncashed checks) to State Comptroller as required by statute.
- Assists in the collection of moneys owed to the City, including identifying and quantifying the City's bad debt allowances.
- Assists other departments in preparing/reconciling supporting documentation for the City's annual audit and on a routine/monthly basis.
- Assists with recording the City's fixed assets (disposals, purchases, gains/losses, depreciation, etc.), including gathering backup documentation, preparing routine journal entries, and preparing reports and schedules.
- Participates in finding alternative procedures for accurately capturing financial data.
- Creates and updates policies and procedures relating to safeguarding the City's assets.
- Assists with City's annual audit preparation and the audit process from beginning to end by running related reports, doing research, and providing explanations as needed.
- Coordinates various other special projects and assignments.
- Performs other related job duties as assigned.
- Serves as the point of contact for other City departments' requests for financial information/reports.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university with a major in Accounting is required. Minimum of two to four years of experience in an accounting related position, preferably municipal governmental accounting.

Special Qualifications:

Knowledge and experience with using the FundView software is preferable.
Knowledge and experience with Microsoft Excel and Microsoft Word.

Knowledge, Skills and Abilities:

- Thorough understanding of governmental accounting and the City's processes within that framework.
- In-depth knowledge of generally accepted accounting principles (GAAP), governmental accounting standards (GASB), and fund accounting.
- Ability to review, create and update procedures and processes related to internal controls, accuracy and inefficiencies.
- Skill in paying attention to detail and problem-solving.
- Ability to accurately identify and record general ledger corrections and provide supporting documentation.
- Ability to work in fast-paced environment with frequent interruptions and changes in prioritizing tasks.
- Ability to write, interpret, and prepare reports.
- Ability to organize and communicate effectively, both verbally and in writing.
- Skill in the operation and use of standard office software, including Microsoft products.

PHYSICAL DEMANDS

The work is light and includes exerting up to 20 pounds occasionally and/or up to 10 pounds of force to move objects and the following physical abilities: fingering, hearing, mental acuity, speaking, talking, and visual acuity.

WORK ENVIRONMENT

Normal work hours are Monday – Thursday, 8 a.m. – 5 p.m.; Friday, 8 a.m. – 4 p.m.

The work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs. The work area is located in a climate-controlled environment that is shielded from direct public access. May be open design space or cubicle.

SALARY & BENEFITS

- Salary dependent on experience.
- This position includes health, dental and vision insurance paid by the City for individual coverage.
- Life Insurance
- TMRS Retirement
- Optional 457 Retirement Plan
- 14 paid holidays
- Paid sick leave
- Longevity Pay

RESIDENCY

- Residency within Haskell County will be required.
- This position is not a remote position.

REFERENCES AND BACKGROUND CHECKS

The finalists for the position will undergo background checks that may include:

- Criminal records
- Education completion
- Drug testing
- Professional references

HOW TO APPLY

Submit a cover letter, resume, and references. Position is open until filled.

Submit cover letter, resume, and references electronically to hr@haskelltexasusa.com

Or mail information to the following address:

City of Haskell

Human Resources

PO Box 1003

Haskell, TX 79521

www.haskelltexasusa.com