



JOB OVERVIEW

Job Title	Accountant
Department	Finance
Location	City Hall
Reports To	Finance Director
FLSA Category	Exempt
EEOC Category	Officials and Administrators
Pay Group	23
Pay Range	\$47,257.60 - \$68,515.20

GENERAL JOB DESCRIPTION

This is a professional position responsible for performing a variety of general and complex accounting work related to the operations of the Finance Department.

Areas of responsibility may include audit, accounts payable, accounts receivable, budget, payroll, grants, general ledger, financial statements, and cash reporting. Work involves the use of reasoned judgment and specialized knowledge of accepted accounting processes and practices. This position is responsible for providing staff support and for acting as a mentor, role model, and trainer for accounting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Works cooperatively with the Finance Director, departmental staff, boards and commissions, and others to establish priorities, develop plans and goals, coordinate activities, and implement projects.

May serve as lead person on projects and committees and may serve as a liaison to committees, boards, and commissions; attends meetings, as necessary.

Completes general and complex accounting work in areas such as audit, accounts payable, accounts receivable, bonds, debt management, budget, general ledger, grants, fixed assets, inventory management, payroll, and tax. Reviews records to ensure proper recording of transactions and compliance with the operating budget, applicable rules, regulations, and laws.

Gathers information, conducts research, analyzes data, identifies trends, and prepares a variety of complex city, state, and federal reports and statements, including the City budget and comprehensive annual financial report.

Monitors and ensures financial processes, procedures, and policies are followed by all departments. Identifies, recommends, and implements efficiencies and improvements.

Researches, recommends, implements, and trains staff on new software programs and upgrades to existing programs and technologies. Completes cost-benefit analyses as appropriate.

Completes special projects and makes presentations. Develops bids and requests for proposals and contracts; works with finance, human resources, and other city staff and departments to oversee service providers as necessary, including auditors, third party administrators, and consultants.

Trains employees in the Finance Department as well as other City departments.

Receives, investigates, and addresses inquiries and complaints made by citizens and/or businesses. Follows up on corrective actions and ensures that replies are provided.

Maintains confidential records and processes and transmits information that requires a high degree of discretion and judgment.

Keeps abreast of new developments in the field and current issues through regulatory reports, continued education, and professional growth. Ensures changes, including payroll and taxes, are made to comply with necessary state and federal regulations.

Performs all other duties as assigned.

EDUCATION & EXPERIENCE

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field. CPA/CGFO is highly desired.

Four (4) years increasingly responsible experience performing journey to complex accounting and finance work, preferably in a municipal setting.

An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.

LICENSES & CERTIFICATES

Possession of valid driver's license

KNOWLEDGE, SKILLS & ABILITIES

Considerable knowledge of generally accepted accounting practices and ability to develop procedures and financial controls.

Demonstrates ability to think strategically, learn about diverse City operations and processes, and perform budget analysis and business analysis work.

Able to gather and analyze data and prepare and maintain accurate and timely reports, charts, statistical analysis, memoranda, letters, and responses to requests for information. Able to communicate and present information effectively both in a verbal and written manner to varied audiences.

Possesses excellent organizational skills and an ability to problem solve. Detail oriented with skill in organizing schedules and coordinating associated resources.

Has established effective and cooperative working relationships and is able to use tact, good judgment, and resourcefulness when working with staff, vendors, and other governmental agencies, and the public.

Able to read and interpret contracts, including employment contracts, and to implement changes and procedures, as necessary.

Demonstrates proficiency in the use of modern office equipment and information technology including software applications related to areas of responsibility; and able to quickly learn other technology as required. Extensive knowledge of Microsoft Office programs. STW/OpenGov highly desired.

Works effectively within deadlines, under stress, and with changing work priorities.

Works well with a team; possesses self-supervising attributes and a positive, congenial attitude.

Demonstrates ability to exercise independent judgment.

Able to train/mentor employees and review work for accuracy.

Ability to travel to various locations both in and out of state to receive additional training as deemed necessary.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADA COMPLIANCE

- Physical Ability** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- Sensory Requirements** Tasks require visual perception and discrimination. Tasks require oral communications ability.
- Environmental Factors** Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the HR Manager.



Employee Signature _____

Date _____