



**JOB TITLE:** Accountant II  
**DEPARTMENT:** Finance  
**REPORT TO:** Accounting Manager  
**SALARY GRADE:** 103  
**SALARY RANGE:** DOQ (\$49,151.00 - \$61,439.00 annually)

**LAST REVISION DATE:** 07/2021  
**FLSA:** Exempt, Full-time  
**EEO:** Professional

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### **PURPOSE OF JOB**

Responsible for general ledger transactions including month-end closing process and monthly account reconciliations. Maintain written policies and procedures for all general accounting processes ensuring compliance with GAAP and government accounting requirements. Provide support for periodic agency audits. Perform all duties related to financial reporting, general accounting duties, and related policies and controls.

### **ESSENTIAL FUNCTIONS**

1. Enter timely and accurate journal entries as assigned in the general ledger system.
2. Prepare and review cash management related transactions and enter in the general ledger.
3. Prepare and reconcile journal entries for the month as assigned, including accruals, interest payable and receivable, banking transfers, revenue schedules, and amortization of prepaid expenses.
4. Prepare bank deposits (cash receipts) to the general ledger as assigned, and coordinate in establishing and/or updating customer/employee accounts in partnership with Procurement and verify set-up is accurate.
5. Reconcile assigned balance sheet accounts bank accounts and payroll deductions.
6. Prepare monthly financial statements for Board of Directors meetings.
7. Assist in external and internal audit procedures, as requested.
8. Assist with investment and debt management related activities.
9. Support the implementation of operating procedures to ensure compliance with proper internal controls in finance related areas to safeguard data integrity.
10. Introduce and implement automated accounting procedures where possible to maximize efficiency.
11. Crosstrain and support Accountant I functions as needed.
12. Work closely with Finance Assistant and manage all files relating to banking, journal entries, and financial reporting.
13. Assist the Controller and Accounting Manager with special financial projects and/or comprehensive financial analysis as requested.
14. Perform other related duties and responsibilities as required.

### **REQUIREMENTS TO PERFORM WORK**

**Education & Experience** (Any equivalent combination of education and experience):

- Associate's or Bachelor's degree required in Accounting, Finance, or Business Administration.
- Minimum of three (3) years financial accounting experience required.
- Working knowledge of governmental accounting and procurement preferred.
- Finance Enterprise System and COGNOS report writing software experience highly preferred.

**Special Requirements:** Hold a current Texas Driver's License (Class - C) or have the ability to obtain one upon entry into the position.

**Knowledge of:**

- Microsoft Office suite including Word, Outlook, PowerPoint; intermediate Excel skills required.
- Experience with Finance Enterprise System and COGNOS report writing software preferred.
- Knowledge of 1099-misc reporting requirements highly preferred.
- Knowledge of governmental fund reporting, and accounting rules and regulations (GASB, GAAP).
- Excellent working knowledge of accounting principles.
- Modern office methods, procedures, and use of computer and copier equipment, and type accurately at an acceptable rate of speed.
- Proper public and telephone contact techniques and etiquette.
- Other job specific software as required.

**Ability to:**

- Display positive interpersonal skills to include tact, listening, stewardship, and conceptualization.
- Be adept in oral and written communications in a proactive manner.
- Act responsibly and ethically when working with sensitive financial information.
- Establish cooperative working relationships and communicate effectively and sensitively with internal and external customers.
- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Think independently and provide self-direction, solve various problems, and make informed rational decisions.
- Exhibit strong problem-solving skills and exceptional customer service orientation.
- Organize files and documentation and perform accounting clerical work.
- Understand, interpret and be able to explain department office policies, rules and practice.
- Operate standard office machines, such as computers, calculators, and copiers.

**The ideal candidate will:**

- Foster a culture that values critical thinking, good judgement, and problem solving, as well as encourages constructive feedback, engagement, inclusion, and diversity at all levels.
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and with whom they interact. Interested in partaking in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment.
- Possess an influential and welcoming communication style.

## **PHYSICAL ACTIVITIES:**

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard and/or 10-key calculator; and seeing, talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

## **Additional perks and benefits that accompany full-time employment with DCTA:**

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)
  - Employees Retirement System (ERS)
  - Judicial Retirement System of Texas (JRS)
  - Teacher Retirement System of Texas (TRS)
  - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional transit passes (bus and rail) for you and your immediate family.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.). Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.