



JOB TITLE: Accountant
DEPARTMENT: Finance
REPORTS TO: Controller
SALARY GRADE: 102
SALARY RANGE: DOQ (\$38,253.57 - \$47,816.97 annually)

LAST REVISION DATE: 04/2019
FLSA: Exempt
EEO: Professional

PURPOSE OF JOB

The position is responsible for performing all duties related to accounts receivable and accounts payable. Duties of the position include reviewing and processing all payment (A/P) and invoicing (A/R) requests, posting of bank deposits into the general ledger, assisting with the month end close process, maintaining fixed asset inventory, providing support for annual financial reporting audits, and maintaining written policies for related functions.

ESSENTIAL FUNCTIONS

1. Enter timely and accurate data in the general ledger system.
2. Work directly with all levels of personnel to request proper documentation for processing payments to vendors.
3. Purchasing card detail review and AP entry, as well as timely follow-up for items out of compliance.
4. Process all payment requests for weekly check runs to ensure accurate and timely billings and payments to vendors and individuals.
5. Ensure internal Travel Rules and Procedures are updated and reflect best practices on an annual basis and provide training to staff as needed.
6. Review employee reimbursement requests for accuracy and compliance with Travel Rules and Procedures and applicable IRS or GSA rates.
7. Process A/R invoices for contracted services, grant reimbursements, and other revenues as necessary and post bank deposits to the general ledger.
8. Monitor outstanding receivables including restitution and manage collection of open accounts.
9. Provide A/P and A/R reports and supporting documents to assist with audit requests.
10. Research IRS regulations regarding Form 1099-Misc reporting, collect and prepare data, and distribute 1099-Misc forms on annual basis.
11. Provide customer service for all A/P and A/R related questions, receive telephone calls and answer inquiries.
12. Establish customer and vendor accounts and lists; index and file invoices, vouchers and other records; maintain all files relating to each specific customer and/or vendor.
13. Prepare monthly sales tax reports for Board of Directors meetings; prepare and distribute quarterly sales tax collection report pursuant to bond requirements.
14. Prepare periodic journal entries for general ledger.
15. Maintain monthly expense and/or balance sheet reconciliations, as assigned.
16. Manage fixed asset inventory listing; coordinate annual fixed asset inventory count.
17. Assist with special projects as required by researching, reconciling, and tracking information.
18. Perform other duties or projects of similar nature and level as assigned.

REQUIREMENTS TO PERFORM WORK

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

- Associate's/Bachelor's degree in Accounting, Finance, or Business Administration.

- Minimum two years of bookkeeping experience in government, nonprofit, or in similar operating environment.
- Good communication skills, both orally and written.
- Good technical skills, i.e. typing, word processing, computer operations, telephone.

Special Requirements: Hold a current valid Texas Driver's License

Knowledge of:

- Microsoft Office suite including Word, Excel, Outlook, PowerPoint
- Experience with Superior ONESolution Finance preferred
- Knowledge of 1099-misc reporting requirements
- Principles and practices of basic accounting and clerical methods
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communications skills
- Modern office methods, procedures, and use of computer equipment
- Proper public and telephone contact techniques and etiquette

Ability to:

- 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.
- Establish cooperative working relationships and communicate effectively and sensitively with vendors and all levels of staff, both verbally and in writing.
- Exhibit strong problem-solving skills and exceptional customer service orientation.
- Organize files and documentation and perform accounting clerical work.
- Interpret, apply, and explain relevant regulations, rules, and procedures.
- Understand and interpret department office policies, rules and practices.
- Operate standard office machines, such as computers, calculators, and copiers.

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.