



P. O. Box 239  
Lockhart, TX 78644

# Job Description Form

**Job Title: Staff Accountant**

**Date: April 20, 2019**  
**Pay Range: \$17.53 - \$22.91 - \$28.28**  
**Pay Grade: 6 Exempt**

**Brief Description of the Job:**

Responsible for various accounting functions including journal entries, reconciliations, fixed asset accounting, grant accounting, purchasing and reporting. Will use previous knowledge and experience in a municipal setting when applying established accounting principles.

ESSENTIAL FUNCTIONS: Listed in descending order of frequency; in strength column. S=Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code see below.

| Essential Functions   | % of Time | Strength | Physical Demand Code                                  |
|---|-----------|----------|---|
| 1. Prepares monthly, quarterly, and annual accounts receivable invoices to various clients. Maintains pole attachment leases with Spectrum and AT&T and invoices annually. Reconcile and invoice Airport annual leases.                                     | 20%       | L        | A,B,C,D,E,F,G,H<br>I,J,M,Q,R,S<br>(for all functions) |
| 2. Enters details of purchase orders into system and follows through till the invoices are paid through Accounts Payable. Will then train department heads on a individual basis to enter their own purchase orders.  | 20%       | L        |   |
| 3. Reconciles Impact Fee schedule, Miscellaneous Revenue Schedule, Hotel Occupancy Tax schedule, and quarterly Payroll reconciliation.  | 15%       | L        |   |
| 4. Processes invoices from major vendors (LCRA, GBRA, AEP, Capital Projects and others) and schedules payment via wire transfers from TexPool accounts. Processes wire transfers into general ledger through accounts payable.                              | 15%       | L        |   |
| 5. Maintains motor vehicle files with copy of invoice, title and proof of insurance coverage.   | 5%        | L        |   |
| 6. Settles general operating account on a daily basis, wiring money in and out, and maintaining appropriate cash balances.  | 5%        | L        |   |
| 7. Prepare federal and state reports pertaining to grants, maintain grant schedules and prepare grant reimbursement requests.   | 5%        | L        |   |
| 8. Maintains motor vehicle files with copies of invoice, title, and proof of insurance.   | 3%        |          |   |
| 9. Assists the Controller with matters relating to the comprehensive annual financial audit, including preparation of work-papers, delivery of balanced trial balance, related closing entries, and computer-related year-end closing and opening.          | 3%        | L        |   |
| 10. Monitors Unclaimed Property Fund. Researchs Accounts payable and Utility billing customer lists and the internet to find potential claimants. Processes applications for refunds, submits annually to state, and updates website for outstanding items. | 3%        | L        |   |
| 11. Prepares quarterly Radio Maintenance System invoices for distribution to participating entities.  | 2%        | L        |   |
| 12. Assist in Request for Proposals and Request for Bids with Department heads. Monitor and maintain purchasing program according to State law.   | 2%        | L        |   |
| 13. Other duties as assigned by Finance Director and/or Controller.   | 2%        | L        |   |
|   | 100%      |          |   |

  

|             |              |                   |              |             |              |                  |
|-------------|--------------|-------------------|--------------|-------------|--------------|------------------|
| A. STANDING | D. LIFTING   | G. REACHING       | J. KNEELING  | M. BENDING  | P. BALANCING | S. TALKING       |
| B. SITTING  | E. CARRYING  | H. HANDLING       | K. CROUCHING | N. TWISTING | Q. VISION    | T. FOOT CONTROLS |
| C. WALKING  | F. PUSH/PULL | I. FINE DEXTERITY | L. CRAWLING  | O. CLIMBING | R. HEARING   | U. OTHER: _____  |

**PHYSICAL DEMANDS**

**Job Title: Staff Accountant**

**OVERALL STRENGTH DEMANDS:**

SEDENTARY \_\_\_\_\_ LIGHT X MEDIUM \_\_\_\_\_ HEAVY \_\_\_\_\_ Very Heavy \_\_\_\_\_

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

|              |          |                   |          |              |          |                  |          |
|--------------|----------|-------------------|----------|--------------|----------|------------------|----------|
| A. STANDING  | <u>F</u> | G. REACHING       | <u>F</u> | M. BENDING   | <u>R</u> | S. TALKING       | <u>C</u> |
| B. SITTING   | <u>C</u> | H. HANDLING       | <u>C</u> | N. TWISTING  | _____    | T. FOOT CONTROLS | _____    |
| C. WALKING   | <u>F</u> | I. FINE DEXTERITY | <u>F</u> | O. CLIMBING  | _____    | U. OTHER: _____  | _____    |
| D. LIFTING   | <u>O</u> | J. KNEELING       | <u>R</u> | P. BALANCING | _____    |                  |          |
| E. CARRYING  | <u>O</u> | K. CROUCHING      | _____    | Q. VISION    | <u>C</u> |                  |          |
| F. PUSH/PULL | <u>O</u> | L. CRAWLING       | _____    | R. HEARING   | <u>C</u> |                  |          |

**THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.**

| Physical Demand               | Description   |
|-------------------------------|---|
| Sitting:                      | At desk and in meetings for extended periods.                               |
| Walking/Standing:             | On bare, tiled, and carpeted floors and going up and down stairs and steps. |
| Lifting/Carrying:             | Computer listings and paper to a maximum of 35 pounds.                      |
| Reaching/Handling:            | Documents on desk area and in filing cabinets and tables.                   |
| Fine Dexterity:               | Operating personal computer keyboard and calculator.                        |
| Vision:                       | To read source documents and view computer terminal screen.                 |
| Hearing/Talking:              | To communicate with staff and public on all matters.                        |
| Pushing/Kneeling/<br>Bending: | Filing and removing documents in filing cabinets, drawers, and safe.        |

**PHYSICAL DEMANDS**

**Job Title: Staff Accountant**

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Ability to operate standard office equipment and machines including: Office equipment such as Personal Computers, typewriters, 10 key calculators, FAX machine, Copy machine, Postage Meter, Printers, and multi-function telephone. Uses Word-processing, Excel and various financial software (preferably Incode).

**ENVIRONMENTAL FACTORS**

Work is inside office atmosphere subject to central air conditioning and heating systems.

**PROTECTIVE EQUIPMENT**

City will provide equipment designed to mitigate Carpel-Tunnel Syndrome Hazards due to frequent use of Calculator and Keyboards.

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

|   |          |   |             |
|---|----------|---|-------------|
| Time Pressures                          | <u>F</u> | Emergency Situations                          | <u>R</u>    |
| Noisy/Distracting Environment           | <u>F</u> | Tedious Exacting Work                         | <u>F</u>    |
| Performing Multiple Tasks Simultaneousl | <u>F</u> | Working Closely with Others as part of a Team | <u>F</u>    |
| Danger/Physical Abuse                   | <u>R</u> | Irregular Schedule/Overtime                   | <u>O</u>    |
| Frequent Change of Tasks                | <u>F</u> | Other (Description Below:)                    | <u>    </u> |

**JOB REQUIREMENTS**

**FORMAL EDUCATION (Preferred)**

Bachelor's degree in accounting from an accredited four-year college or university or any other bachelor's degree that includes at least 18 semester hours in accounting coursework.

**EXPERIENCE**

Two to three years of accounting experience in a governmental setting where generally accepted accounting principles and governmental accounting standards were applied.

**OTHER REQUIREMENTS**

- Must have experience with Window's applications including Excel and Word.
- Must type 40wpm and use a 10-key calculator by touch.
- The applicant should have a valid Texas driver license.
- The applicant must have the ability to clearly speak, write and understand the English language.
- The applicant must have the ability to comply with the City's drug free workplace policy.
- The applicant must have the ability to report to work on time and to work overtime when needed.
- The applicant must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace.
- The applicant must have the ability to accept supervision, to accept constructive criticism, and to accept discipline.
- The applicant must have The ability to follow established policies and procedures.
- The applicant must be able to work cooperatively with fellow employees and supervisors.

**SKILLS**

**Job Title: Staff Accountant**

**READING**

Reads and interprets difficult source documents including instructional books, newsletters, magazines, and pronouncements that outline governmental accounting procedures and standards.

**WRITING**

Monthly, Quarterly, and Annual financial reports in compliance with local, state, and federal requirements.

**MATH**

Basic math including addition, subtraction, multiplication, division, and determine percentages. Computations must be made rapidly and accurately.

**ACCOUNTING**

The employee will be expected to understand Generally Accepted Accounting Principles and apply that knowledge when fulfilling the responsibilities of the job position whether it be in creating journal entries, directing other Finance department staff, or discussing financial matters with the city manager, council members, department heads, or other governmental agencies.

**OTHER REQUIRED SKILLS:**

**Reasoning, Managerial, Interpersonal:**

Ability to use tact and diplomacy and maintain effective relationships with other staff, department heads, the general public and various local, state, and federal governmental officials.

It is an absolute requirement that the employee maintain confidentiality and professionalism in all financial matters. Any deviation from this requirement will result in disciplinary procedures including but not limited to being placed on probation, leave without pay, or possible termination.

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

**I have reviewed the experience and qualification requirements of the job and I feel I am qualified.**

\_\_\_\_\_  
Applicant/Employee - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_