

CITY OF MONTGOMERY, TEXAS - Job Description – ADMINISTRATION

April 2, 2019

Identification:

Position Title: Senior Accounting Clerk
Department: Administration
Supervises: N/A
Immediate Supervisor: City Administrator
FLSA: Non-Exempt
Pay Grade:

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under general direction of the City Administrator, the Senior Accounting Clerk manages, coordinates the activities and operations of the accounts payable and accounting system functions in coordination with the City's contract full charge bookkeeper. This position will also assist with accounting, budgeting and financial reporting, and coordinate assigned activities with other divisions, departments and outside agencies. This position will also provide highly responsible and complex support to the City of Montgomery in a position that will evolve into a full charge bookkeeper.

ESSENTIAL FUNCTIONS AND TYPICAL TASKS:

- Assumes responsibility for assigned services and activities, including accounts payable, and various general ledger reconciliations.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned activities.
- Consults with City departments and divisions on matters including financial accounting, internal control, and cost analysis and accounting procedures.
- Meets with assigned staff to identify and resolve financial problems.
- Works with staff and other city employees on the continuous improvement of accounting program services.
- Assists in the preparation of the City's annual budget as assigned; assists with budget analysis and reviews; assists in the development and preparation of the comprehensive annual financial report as assigned; provides assistance to and consults with external full charge bookkeeper; and assists with preparation of audit work papers.
- Assists with the budget reports, reviews trial balances and general ledger activity, including adjustments to journal entries.

- Reviews accounts payable documentation, cash deposits and expenditures, and analyzes expenditure accounts.
- Assists City department heads with planning and monitoring of budgetary expenditures.
- Responds to and resolves difficult and sensitive vendor inquiries and complaints.
- Travels to attend meetings, conferences and training when necessary.
- Prepare reports, including Gantt Charts, spreadsheets and graphs;
- Prepare the Accounts Payable and Accounts Receivable processing and filing;
- Assist with outgoing mail;
- Coordinate office supply ordering for the City Departments;
- Assist the City Secretary as needed with reports, meeting materials and special events;
- Track Development Agreements by monitoring payment schedule and conditions of agreement;
- Other duties as assigned.

LOCATION AND EQUIPMENT OPERATED:

Duties are generally performed at City Hall in an office environment. On occasion, there might be times that warrant services to be performed outside City Hall and outside the City.

The employee must be able to operate a computer, printer, telephone, adding machine and/or calculator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Governmental Accounting Standards Board (GASB) requirements and Generally Accepted Auditing Principles (GAAP) related to municipal finance administration and program development.
- Knowledge of Federal, State and Local financial policies, laws and regulations, including tax laws.
- Knowledge of accounts payable and accounts receivable, financial reporting, and complex general ledger systems.
- Knowledge of computers and related equipment, hardware and software for development and tracking of payroll, accounts payable and receivable, tax preparation, and journal entries.

- Knowledge of municipal audit practices and procedures.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in tracking, monitoring, and reviewing reports of payroll, annual leave, and other ongoing payroll expenditures.
- Ability to prepare Gantt Charts and reports.
- Ability to gather and organize data and maintain office records.
- Ability to interpret policies and agreements/contracts.
- Ability to establish and maintain effective working relationships with staff, the general public, citizens and community groups.
- Maintain office supply inventory for Administration.

The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weight 40 lbs.

MINIMAL QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting, Finance or related field and five (5) years of increasingly responsible accounting experience including three (3) years of administrative and accounts payable, payroll, fixed assets, accounts receivable or related function or equivalent combination of education and experience.
- Preference given to individuals who possess the GFOAT Certified Government Finance Officer (CGFO) designation.
- Preference given to individuals with governmental fund accounting experience.
- Preference given to individuals with InCode training and/or knowledge.
- Must pass a pre-employment drug screen and criminal background check.
- Must possess State of Texas Driver's License.

This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Due to major duty changes, technology and service demands and other events, the City of Montgomery has the exclusive right to alter this job description at any time. In the event your job description changes you will be

notified and provided a copy for your signature.

Signature/Approval:

Employee

Date

Supervisor

Date