

FINANCIAL ACCOUNTANT
City of Brenham
Job Description

Department:	Finance	Job No:	133-
Reports To:	Accounting Manager	Pay Grade:	24
EEOC Category:	Professionals	FLSA Status:	Exempt

Summary

Under the supervision of the Accounting Manager, the Financial Accountant has responsibility for a broad range of professional accounting duties including general ledger reconciliations, monthly financial reporting, and capital asset control. Working with the Accounting Manager, the Financial Accountant assists with the annual audit and preparation of the Comprehensive Annual Financial Report (CAFR).

Essential Duties and Responsibilities of the Financial Accountant:

- Responsible for monthly general ledger closing cycle including ensuring that all items have been properly recorded and determining that sub-ledgers balance to the general ledger;
- Working with Accounting Manager, oversees accounts receivable functions; including reviewing accounts receivable aging reports and preparing delinquency notices and/or collection letters when necessary;
- Processes all recurring journal entries whether daily or monthly in frequency;
- Reviews payments to vendors related to payroll withholding items including the reconciliation of payroll liability accounts;
- Responsible for recording journal entries for investment transactions involving the City's investment pools (TexPool and TexStar) and maintains monthly reconciliations of investments;
- Processes and maintains capital asset records according to adopted capitalization policies and reconciles to general ledger; coordinates annual physical count of capital assets as directed;
- Responsible for the monthly reconciliation of the WASP inventory system to the general ledger;
- Provides information for capital asset additions and retirements to the Purchasing Manager to coordinate the insurance coverage requirements with the City's Risk Manager;
- Works closely with the Accounting Manager in planning and coordinating the year-end close, annual audit, and CAFR preparation;
- Establishes written policies and procedures relative to areas of responsibility;

- Performs related duties and special assignments as required.

Supervisory Responsibilities

No supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree in Accounting or Finance (with relevant accounting courses) required. One to three years of financial accounting experience required; governmental accounting and capital asset experience preferred. Or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge Of

Generally Accepted Accounting Principles; Government Accounting Standards Board pronouncements and standards; budgeting principles and procedures; computers; and standard office practices and procedures.

Skill/Ability To

Operate computers, including word processing and spreadsheet software; read, analyze and interpret financial data; provide technical and financial direction to various departments as necessary; establish and maintain effective working relationships with city personnel; excellent interpersonal and communication skills, both verbal and written; and read and understand manuals, policies, and other documents.

Certificates, Licenses, Registrations

Valid Texas driver's license or available alternate means of transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, and talk and hear. The employee frequently is required to stand and walk; and the employee may be required to lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to change tasks frequently, to perform tedious and exacting work, and to work closely with others as part of a team. The noise level in the work environment is usually moderate.