

## POSITION DESCRIPTION

**TITLE:** Accountant

**SALARY:** B16 (\$40,918 - \$51,024)

**FLSA:** Non- Exempt

**SUMMARY OF POSITION:** Performs accounting functions for the Administration Department under the direction of the Finance Director; works with transportation and other agency programs to assist in the preparation of fund requests, invoices, budgets and financial reports.

### ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Director of Finance and Administration.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other regional council employees, external auditors and the general public.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

Assist in preparation of the transportation monthly fund requests and subcontractor invoices.

Works with the transportation manager on developing budgets for the transportation programs.

Works with the Director of Administration in preparing for the annual audit.

Assist in preparation of financial statements/reports with schedules and exhibits.

Provides technical assistance to staff in handling accounting transactions.

May maintain the depreciation schedule for fixed assets and assist with the inventory of equipment.

Responsible for creating and maintaining grant account numbers and entering of budget data into computer system.

May audit accounting or control records for accuracy and conformance to establishing standards or procedures.

Prepares various reports on federal/state grants as required.

Responsible for the maintenance of the workforce building.

Prepares grant file folders as needed.

Maintains accounts payable files.

Assists in scheduling HOTCOG building maintenance and inspections.

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:* generally accepted accounting principles; governmental accounting practices and procedures; reporting and records maintenance

*Skill/Ability to:* work quickly and accurately with numbers; use ten key calculator by touch; prepare and maintain financial records and reports systematically and accurately; learn to use computer using standard spreadsheet software packages; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with co-workers, other regional council employees, outside auditors, and the general public;

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in accounting, finance, or a related field, plus at least two years of experience in public accounting;

*or* high school graduation, or its equivalent, plus at least six years of experience in public accounting;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available means of transportation.