

## **ACCOUNTANT**

### **SCOPE:**

The position entails performing professional accounting work of a varied nature including preparing budgets, year-end audit reports and schedules; training and providing technical advice to lower-level accounting personnel, and related work as required.

The individual works with a high degree of professionalism and independence in performing accounting and financial activities for the City. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. The position requires professional interaction with other city staff.

### **RESPONSIBILITIES:**

- Prepare journal entries and reconcile general ledger and subsidiary accounts;
- Prepare monthly financial statements, including distributing monthly revenue and expenditure reports to departments;
- Analyze and reconcile expenditure and revenue accounts, including investment reports.
- Make wire transfers and journal funding transfers and reconcile monthly bank statements.
- Monitor grants revenues and expenditures, ensuring data is recorded in the City's financial accounting system.
- Calculate and prepare reimbursement billings and track receivables; reconcile monthly accounts receivable.
- Prepare audit schedules for external auditors
- Assist with the preparation of the annual and mid-year budgets.
- Assist with the fiscal year-end and fixed asset accounting.
- Supervise staff in daily operations of the department in all accounting related activities.
- Perform other duties of a similar nature as assigned.

### **REQUIRED KNOWLEDGE & SKILLS:**

- Understanding of Generally accepted accounting practices and principles;
- Fund or governmental accounting practices and principles;
- Auditing practices and principles;
- Public agency budgeting practices and principles;
- Governmental procurement practices; and
- Applicable laws, codes and regulations
- Ability to operate office equipment and Computer applications related to the work (Accounting Software, Excel, Word, Power Point);
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, including city staff, board members, and the general public in person and over the telephone;
- Make sound, independent judgments within established policies and procedures;
- effective verbal, presentation and listening skills ;
- effective written communication skills

### **QUALIFICATIONS:**

#### **Education and Experience:**

- A bachelor's degree in accounting or business related field and three (3) years of fund accounting experience or any combination of education and experience which provides the required knowledge, skills, and abilities to perform duties of the job.

Submit Application to: Human Resources Director at [amorales@cityoflaferia.com](mailto:amorales@cityoflaferia.com) or 115 E. Commercial Ave., La Feria, TX 78559. Call (956) 7797-2261 with any questions. The City of La Feria is an equal opportunity employer.