



## **Accountant**

### **Job Description**

The City of La Feria is accepting applications for an Accountant. This position will report to the City Finance Director.

#### **Key job responsibilities include:**

- Perform professional accounting functions requiring thorough knowledge of general accounting methods, principles and practices.
- Process and post entries to the general ledger
- Assist in preparation for the yearly budget and audit
- Various reporting/ reconciliation of general ledger accounts
- Inventory and Fixed Assets control
- Monthly reconciliation of bank statements
- Analyze and research financial data
- Reconcile financial transactions received by cashiers daily
- Perform other duties as assigned

#### **Qualifications/Requirements**

- A four-year accounting degree is required with a minimum of two years accounting background preferred.
- Knowledge of a personal computer, including software packages: Microsoft Word, Excel and Outlook plus 10-key by touch are required.
- Knowledge of Incode 9 ERP Pro preferred
- The ability to effectively communicate with coworkers, peers and management through written and verbal communication, as well as communicate with external auditors and internal departments in a professional manner is also necessary.
- The ability to provide support and leadership to front desk personnel is strongly preferred. Must be able to organize and prioritize multiple tasks.

**Salary:** DOQ, this is an exempt position.

#### **Benefits:**

- Paid Time Off
- Holiday Pay
- Health Insurance
- Life Insurance
- Health Reimbursement Arrangement (HRA)
- Retirement Plan
- Supplemental Insurances
  - Dental
  - Vision
  - Short-Term/Long-Term Disability