

Senior Accountant

Department: Finance
Reports to: Finance Director
Hiring Range: \$50,343.38 - \$58,627.30
FLSA Status: Exempt

JOB SUMMARY

Under the general direction of the Finance Director this position performs a wide variety of complex and professional accounting and fiscal policy compliance tasks. This position is part of a small inter-dependent team responsible for managing the City's budget and annual audit. Primary duties include preparation of the City's annual personnel budget, administering the payroll process, reconciling employer provided benefits and payment, preparing State and Federal returns including monthly sales tax, miscellaneous payroll return reporting, monthly retirement reporting, vendor 1099s. Serving as backup to the Finance Director for treasury and investment functions, this position assists with monitoring balances, reconciling bank statements, processing incoming receipts and managing accounts receivable across various funds. Supports the Finance Director as required for miscellaneous financial analyzing and special projects as needed.

QUALIFICATIONS

Education and Experience:

- Must be a citizen of the United States or eligible to work in the United States.
- A high school diploma or GED is required.
- Must have a valid class C driver's license issued by the State of Texas.
- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or closely related field.
- Minimum of five years of relevant work experience including municipal accounting and finance duties. Experience in extensive payroll administration will be given preference.
- Certified Government Finance Officer (CGFO) designation is preferred.

Knowledge, Skills, and Abilities:

- Accounting practices related to governmental finances. Strong familiarity with work in a municipal government environment and fund accounting.
- Knowledge of principles and practices of modern accounting and financial operations.
- Extensive Microsoft Excel knowledge is required. Must have experience working with formulas and manipulating raw exports to create usable reports.
- Payroll experience and familiarity with legal requirements for timekeeping and associated management of payroll administration and record keeping.
- Must be self-motivated with the ability to work with minimal supervision.
- Demonstrated ability for computer proficiency; demonstrated skills in written and oral communication.

- Ability to understand and prepare written, graphic, and oral instructions, reports, and correspondence.
- Ability to compile and interpret numerical and analytical data and make sound recommendations based upon the data.
- Ability to establish and maintain cooperative working relationships with citizens, vendors, fellow employees, and others.
- Must have excellent critical thinking skills.
- Ability to read and interpret applicable City and departmental policies and procedures.

ESSENTIAL JOB FUNCTIONS

Duties include but are not limited to the following tasks for the City of Athens and Athens Economic Development Corporation (AEDC):

- Updating General ledger for various receipts, preparing accounts receivable invoices, organizing grant reimbursement requests and reporting.
- Managing customers for the Municipal Airport, Hotel Occupancy Tax collections, AEDC, as well as monitoring customer payment status and notifying responsible Directors of outstanding items. Reconciling and resolving payment application issues.
- Assisting Finance Director with monitoring bank and investment activities and account balances for all accounts. Executing cash transfers and related journal entries for payroll and accounts payable.
- Assisting Finance Director with cash, investment, and treasury management. Reconciling bank statements, credit card statements, and liability balances to General Ledger.
- Updating Incode software for current payroll data including pay scales, managing employee records, payroll deduction codes, pay codes and other payroll related administration.
- Processing biweekly payroll in compliance with City policy, State, and Federal laws.
- Monthly benefit reconciliation and payment. Tracking and communicating issues with Human Resources and benefits liaison.
- Resolving issues with invoices, purchase orders, checks, including contacting City employees and/or vendors to resolve outstanding items.
- Supporting accounts payable process by setting up vendors, voiding/reissuing payments, reviewing and preparing biweekly payments for Finance Director approval.
- Assisting Finance Director with monitoring major revenue sources such as property tax, sales tax, and utility collections revenue.
- Preparing and distributing annual W-2's, 1099's, 1095c's. Preparing quarterly payroll returns, monthly sales tax return, monthly TMRS reporting, annual Comptroller Transparency reporting and other returns as needed.
- Preparing and submitting the annual Unclaimed Property submission.
- Preparing the annual personnel budget worksheet and assisting Finance Director in producing estimates in a timely manner for the annual City of Athens budget.
- Working with the Finance Director to prepare information for the City and Economic Development Corporation's annual audit.
- Other special projects and job duties as needed.

PHYSICAL REQUIREMENTS

This position must be able to work indoors in a fast-paced office environment. Physical requirements include the ability to lift/carry up to twenty-five pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion including stooping/kneeling, squatting, bending, and reaching to perform essential functions. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate computer, and to operate other standardized office equipment, constantly requiring repetitive motions. Minimal travel required as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office environment, vehicles, and occasional outdoor settings.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be considered to be incidental in the performing of their duties just as though they were actually written out in this job description.