

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Accountant
Job No: 23-02-521-02
Department: Financial Services
Classification: Exempt
Job Type: Full-time
Starting Pay: \$43,700.00 annually/\$21.00 hourly
Posting Dates: UNTILL FILLED

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Under direct supervision, performs professional and technically difficult accounting work involving the examination, analysis, maintenance, reconciliation, and verification of financial records; responds to requests for information within the scope of authority. Position involves competing demands, performing multiple tasks, and working to deadlines.

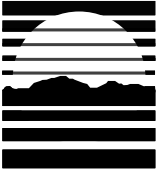
SUPERVISION

General supervision is provided by the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare account reconciliations for cash, liabilities, receivables, payables, and account balances.
2. Performs research and report generation to assist external auditors and other external reporting for governing agencies. (IRS, SSA, TWC)
3. Track and report expenditures to various funding agencies.
4. Assists with the preparation and maintenance of the City budget.
5. Receives bank and investment accounts statements and helps resolve any problems with the reconciliation.
6. Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
7. Maintains Incode fixed assets and develops method of tracking capitalized assets.
8. Prepares financial documents, exhibits, statistical summaries, and other materials for inclusion in the City's financial reports.
9. Identifies discrepancies and errors and makes necessary journal entries to correct codes; maintains and reconciles assigned ledgers and accounts, reviews payroll, accounts payable and accounts receivable transactions for accuracy; manages allocations and reporting requirements as appropriate.
10. Must be able to establish and maintain effective working relationships with fellow employees, officials, and the public.
11. Performs any other duties as required. Perform duties of coworkers as necessary to ensure continuity of operations during absences.
12. Maintains safe work practices according to City's rules and policies.
13. Performs any other duties as assigned by the Mayor and Finance Director.

"An Equal Employment Opportunity Employer"



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MINIMUM JOB REQUIREMENTS

EDUCATION

A Bachelor's Degree in Accounting, Finance, Business, or a related field including a concentration of 18 upper division semester credit hours in accounting.

EXPERIENCE

Three (3) years professional accounting or financial management experience.
Keyboard and Personal Computer knowledge required.

LICENSES AND CERTIFICATES

Texas Class "C" Driver's License and must have an acceptable driving record.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of accounting and financial management practices, cash management, banking practices, policies, and procedures.
- Considerable knowledge of business and personal computers software applications.
- Ability to analyze financial data and additional information having several variables from accounting, financial or statistical records within the framework of numerous guidelines.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Ability to prepare, maintain and analyze accounting information, records, and reports.
- Ability to ensure compliance with accounting regulations, standards, and policies.
- Ability to communicate effectively, verbally and in writing.
- Ability to maintain confidentiality of sensitive information and data.
- Ability to meet critical deadlines.
- Skills in reviewing and verifying mathematical calculations.
- Skills in maintaining accurate accounting records and identifying and reconciling errors.

Other Job Characteristics:

- Work is performed in a standard office environment.
- Light physical demands; most desk work.
- Frequent to constant use of a personal computer.

To apply please submit a Resume **along with the Horizon City Application for Employment** found in the following website and email to: jobs@horizoncity.org; or visit the website at <http://www.horizoncity.org/human-resources/> for additional information.

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