



## **Job Description: Accountant**

**Salary Range: D.O.Q.**

**FSLA: Exempt**

### **SUMMARY OF POSITION**

Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares complex balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations to ensure budget compliance.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** General Manager
2. **Directs:** This is a non supervisory position.
3. **Other:** Has contact with other District employees and occasional contact with the Board of Directors, engineers, attorneys, customers, vendors and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties**

- Ensure accuracy of **all** data input into the QuickBooks program.
- Use QuickBooks to enter daily expense information from source documents.
- Prepare monthly financial statements for General Manager review.
- Overall management of accounting department.
- Assist with various outgoing mailings, internet research and other special projects.
- Create and manage annual budget.
- Issue and track purchase orders.
- Assure the District maintains compliance with Texas Water Code purchasing requirements.

For the purpose of compliance with the American With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accomodations.

## **EXAMPLES OF WORK cont'd**

- Track and reconcile Construction in Progress.
- Maintain fixed asset ledger.
- Make all year-end journal entries to adjust the books from a budgetary basis to full GAAP compliance.
- Prepare month end billing for wholesale customers.
- Document and updates accounting policies and procedures.
- Provide monthly financial reports to the Board of Directors
- Work with District auditors to prepare annual audit report.

### **Other Duties:**

- Answer phone
- Process/assist with payroll
- Assist/make semi-annual bond payments
- Accept payments from walk-in customers

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

Advanced knowledge of QuickBooks and Excel; considerable knowledge of fixed assets, constructions in progress, and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems.

The ability to prepare and analyze financial reports; ability to establish and maintain effective working relationships with employees; ability to communicate both orally and in writing in English, and the ability to operate computer equipment.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from an accredited four-year-college or university with a degree in accounting, finance, business or public administration, or closely related field; and, five (5) years of progressively responsible experience in accounting and finance work.

**CERTIFICATES AND LICENSES REQUIRED**

- ❖ A Certified Public Accountant (CPA) license,
- ❖ Bachelor's degree, and
- ❖ Texas driver's license required.

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Applicant Signature                      Date

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Supervisor Signature