

CITY OF NEEDVILLE ACCOUNTANT POSITION

SUMMARY

Under the supervision of the City Secretary, the position will perform the day-to-day functions of general accounting, auditing, and maintain financial records in accordance with GAAP, GASB, federal, state, and local law.

RESPONSIBILITIES:

1. Process weekly Accounts Payable and Bi-weekly payroll.
2. Prepare bi-weekly, monthly, quarterly, and year-end state and federal reports.
3. Reconcile bank statements and other accounts to General Ledger and identify and resolve discrepancies.
4. Prepare year-end entries and auditors schedules for the City's annual financial report.
5. Assist with adding, removing, or changing property reports for insurance purposes.
6. Assist with ensuring departments are following state and local purchasing laws.
7. Provide accurate, timely, and relevant recording of financial transactions.
8. Prepare and review monthly balance sheet and income statements for all funds.
9. Prepare the annual budget for all funds, including current year-projections; revenues and expenses.
10. Analyze and research actual activity against budget and last year expense.
11. Assist with the City's financial software conversion to Tyler Technology.
12. Develops accounting policies and procedures.

QUALIFICATIONS/KNOWLEDGE

Bachelor's degree in Accounting, Finance or a related field, or an equivalent combination of education, training, and experience.

2-4 years of accounting/finance experience, preferably in a municipal setting.

Intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications.

Experience with accounting software.

Knowledge of generally accepted accounting principles, practices and procedures including GASB and GAAP.

Detailed oriented and able to work effectively in fast-paced environment with multiple tasks going on at once.