



## **JOB POSTING # 19-012**

### **STAFF ACCOUNTANT**

#### **Finance Department**

**SALARY RANGE: \$42,839 - \$61,013**

Open Until Filled

Performs routine accounting work, maintains a variety of financial records and prepares statements, reports, and reconciliations; performs related work as required.

#### **Organizational Relationships**

Reports to Accounting Manager and works closely with all City departments/divisions.

#### **Essential Job Duties Include:**

1. Audits and maintains reconciliation of significant revenue sources and expenditure uses
2. Participates in the development and administration of the department's annual budget and audited Comprehensive Annual Financial Report (CAFR).
3. Participates in the preparation/posting, adjusting journal entries, balancing and reconciliation of the general ledger and subsidiary accounts including but not limited to Utility Funds and other Enterprise Funds.
4. Responsible for the City's Fixed Asset program to include posting to subsystems, generating reports, and working with departments on annual physical inventory.
5. Assists in the development and modification of internal accounting controls, policies, procedures and practices.
6. Prepare end of month reports and participates in the end of month close.

**Minimum Qualifications:** Bachelor's Degree in Accounting or Finance; 3 years accounting, finance or related experience; Acceptable: Any combination of experience, education, and skills necessary for the performance of duties. Prefer: Incode Software experience

**Training, Education, Experience. And/or Other Requirements:** Thorough knowledge of codes, laws and pertinent regulations pertaining to the particular area. Ability to read, write and communicate effectively and courteously. Ability to establish and maintain an effective working relationship and to communicate with department personnel, other City employees and the public.

#### **Employee Behavior and Conduct**

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) High School diploma or equivalent, 2) possession of a valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant may be required to pass pre-employment physical examination, drug screen and background investigation.

Applications available at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363 or download at [www.cityofkingsville.com](http://www.cityofkingsville.com) For additional information: Call 361-595-8017 or E-mail [hadmin@cityofkingsville.com](mailto:hadmin@cityofkingsville.com) EOE.