

Trophy Club Municipal Utility District No. 1

Job Description

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|-----------------------------|------------------|
| Classification Title | Staff Accountant |
| Division | |
| Department | Finance |
| FLSA Status | Non-Exempt |
| Pay Grade | |

GENERAL SUMMARY

Under the general direction of the Finance Manager, the Staff Accountant performs a variety of complex accounting and fiscal policy compliance tasks including; bi-weekly and annual payroll processing, employee benefit processing, employee personnel file retention, and budget preparation. In addition, the Staff Accountant will assist the Finance Manager with; recording cash receipts, purchasing, A/R and A/P, CIP tracking, asset inventory and annual depreciation, investment and debt management, and all other District financial tasks.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepare and process biweekly payroll, longevity and special payroll funds for all employees; review and ensure accuracy of approved timesheets; review changes, garnishments and other special payroll deductions provided by the Finance Manager.
- Balance and maintain various payroll accounts, ledgers, registers and journals. Process and balance various bi-weekly or monthly payroll deductions or employer contribution reports.
- Prepare and process the ACH payroll payments for Federal taxes, TCDRS withholdings, deferred compensation program payments, and various other payroll deductions.
- Balance and distribute W-2 forms to employees and related file submission to the federal government.
- Answer payroll related inquiries from employees, user departments, and the general public.
- Prepare payroll audit schedules and accruals at fiscal year-end.
- Prepares monthly, quarterly, and annual reports as needed for TCDRS, IRS, Workers' Compensation, FICA, EEOC, Medicare, and Deferred Compensation.
- Manages and prepares all confidential personnel files, entering new employees into the District's software, and annual open enrollment for benefits.
- Performs related work as required.



Trophy Club Municipal Utility District No. 1 Job Description

ADDITIONAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of additional duties and responsibilities performed by employees in this position to assist the finance manager. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Staff Accountant will assist Finance Manager with:

- Reconciling bank statements and fund balances to GL.
- Cash, investment, and treasury management.
- Resolving problems with invoices, purchase orders, and checks, including contacting the District's employees and/or vendors to rectify discrepancies.
- Monitoring major revenue sources such as property tax and utility collections revenue.
- Monthly and annual general ledger closing process.
- Sorting, reviewing, coding, completing, distributing, and/or filing routine documents such as invoices, and payment vouchers.
- Preparation of documents for the Board of Directors.
- Preparing the District's annual budget and annual audit.
- Accounts payable processing and vender maintenance.

QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or closely related field and a minimum of 2 years of experience in responsible bookkeeping and accounting. Preference given to candidates with experience in local government/municipality.

Preferred Licenses or Certifications

- CPA license and/or CGFO designation is preferred.

SUPERVISION

- Position has no responsibility for the direction or supervision of others.

Trophy Club Municipal Utility District No. 1 Job Description

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of basic bookkeeping
- Proficiency in computer applications including Word and Excel
- Preparing periodic departmental operations reports and reports for various agencies and organizations

Skill in:

- Self-motivated with the ability to work with minimal supervision
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties with the ability to multi-task.
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Ability to compile and interpret numerical and analytical data and make sound judgments based upon the data
- Utilizing personal computers, word processing, spreadsheet, and data base applications, multi-line telephones, and adding machines

Ability to:

- Effectively speak, write and understand the English language
- Bilingual preferred
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Maintain prompt and regular attendance.

Trophy Club Municipal Utility District No. 1 Job Description

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Work Environment | Frequency Working in Designated Environment | | |
|---|---|---------------------------|--------------------------|
| Office or similar indoor environment | Frequent | | |
| Outdoor environment | Seldom | | |
| Street environment (near moving traffic) | Seldom | | |
| Construction site | Seldom | | |
| Confined space | Seldom | | |
| In the community (homes, businesses, etc.) | Seldom | | |
| Correctional facility, detention center or jail | Never | | |
| Clinical healthcare environment | Never | | |
| Vehicle | Seldom | | |
| Warehouse environment | Never | | |
| Shop Environment | Seldom | | |
| Exposures | Seldom or Never | Sometimes or Occasionally | Frequently or Often |
| Individuals who are hostile or irate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Individuals with known violent backgrounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (<i>below 32 degrees</i>) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (<i>above 100 degrees</i>) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicable diseases | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals, substances or waste | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loud noises (<i>85+ decibels</i>) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Trophy Club Municipal Utility District No. 1 Job Description

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.
- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Trophy Club Municipal Utility District No. 1 reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the General Manger.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

Employee's Printed Name

Date