



Job Description – Staff Accountant

Job Title:	Staff Accountant	Department:	Finance
Group:		FSLA Status	Non-Exempt
Minimum Salary:	Not to exceed mid-range	Position Type:	Full-Time
Reports To:	Finance Director	Directs:	N/A

Applications Accepted By:

<p>E-MAIL: HumanResources@palestine-tx.org</p> <p>Subject Line: Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)</p> <p>City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8427</p>
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Job Description

OBJECTIVE

UNDER GENERAL SUPERVISION, PERFORMS A VARIETY OF RESPONSIBLE TECHNICAL ACCOUNTING DUTIES INVOLVED IN PERFORMING FINANCIAL RECORD KEEPING AND REPORTING DUTIES IN SUPPORT OF ASSIGNED ACCOUNTING SYSTEM, FUNCTION, OR PROGRAM AREA INCLUDING THE AREAS OF MISCELLANEOUS BILLING AND MONTH-END CLOSING.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**

- Prepares various reports, statements, statistics,
- Works on special projects.
- Answers questions and provides information and assistance to the other staff and the public.
- Performs other duties related to the more difficult administrative, accounting, and clerical functions of the Accounting Department
- Preparation of journal entries and researching,
- Grant Management, ensuring compliance with the rules and regulations administered by the grantor, timely submission of grant reports, development and adjustment of associated budgets.
- Serve as liaison with principals and department heads on issues regarding grants
- Works with Auditors
- Gathers compiles and presents materials associated with financial audits
- Reviews and reconciles bank statements and accounts
- Enters budget-related information and data into the City’s financial systems



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OTHER IMPORTANT JOB FUNCTIONS

- Reconciling general ledger accounts and other duties as assigned.
- Assists with payroll preparation of 941s and W-2s as well as accounts payable preparation of 1099s.
- Other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING

- Knowledge of fundamental accounting
- Intermediate knowledge of Excel (formulas and pivot tables)

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.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

An associate degree in Accounting, Finance, Business Administration, or a closely related field is required. A Bachelor’s Degree in Finance or Accounting is preferred. Four years of relevant, progressively responsible accounting, governmental accounting, grant management or closely related responsibilities in a municipal environment.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and background check.

ADDITIONAL INFORMATION

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	Click here to enter a date.
Received By:		Date:	