



## Job Description – Staff Accountant

<b>Job Title:</b>	Staff Accountant	<b>Department:</b>	Finance
<b>Group:</b>		<b>FSLA Status</b>	Non-Exempt
<b>Minimum Salary:</b>	Not to exceed mid-range	<b>Position Type:</b>	Full-Time
<b>Reports To:</b>	Finance Director	<b>Directs:</b>	N/A
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b>  <a href="mailto:HumanResources@palestine-tx.org">HumanResources@palestine-tx.org</a>  <b>Subject Line:</b> Attention: Human Resources/ Job Title		<b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)</b>  City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8427	
<b>Job Description</b>			
<p><b>OBJECTIVE</b></p> <p>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.</p> <p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p>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. <b>This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.</b></p> <ul style="list-style-type: none"> <li>• Prepares various reports, statements, statistics,</li> <li>• Works on special projects.</li> <li>• Answers questions and provides information and assistance to the other staff and the public.</li> <li>• Performs other duties related to the more difficult administrative, accounting, and clerical functions of the Accounting Department</li> <li>• Preparation of journal entries and researching,</li> <li>• Grant Management, ensuring compliance with the rules and regulations administered by the grantor, timely submission of grant reports, development, and adjustment of associated budgets.</li> <li>• Serve as liaison with principals and department heads on issues regarding grants</li> <li>• Works with Auditors</li> <li>• Gathers compiles and presents materials associated with financial audits</li> <li>• Reviews and reconciles bank statements and accounts</li> <li>• Enters budget-related information and data into the City’s financial systems</li> <li>• Maintains payroll information by collecting, calculating, and entering data.</li> </ul>			



## Job Description – Staff Accountant

- Update payroll records by entering changes in exemptions, savings deductions, and job title and department/division transfers.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Review support documents and enters data into financial systems, primarily Tyler Technologies InCode.
- Processes annual W-2 reporting.
- Updates; processes a variety of fiscal records and files.
- Assists with the audit preparation processes.
- Creates, modifies, and maintains complex spreadsheets.
- Provides assistance and information to city departments and staff as requested.
- Reconcile & close daily batch for City's daily cash, credit card and check deposits.
- Assist with fixed asset entries & disposals.
- Other duties as assigned.
- Reconciling employee deduction reports with benefit billing.

### 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.
- Knowledge and experience in governmental accounting, subject to Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) and governmental budgeting.
- Intermediate to advanced spreadsheet proficiency.

### 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.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear.

The employee is frequently required to walk, sit, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.



## Job Description – Staff Accountant

Specific vision abilities required by this job include close vision.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

An associate degree in Accounting, Finance, Business Administration, or a closely related field or 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 or a combination of education and experience.

### CONDITIONS OF EMPLOYMENT

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

Regular attendance is required.

### ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees 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. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**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:	Andrew Sibai	Date:	September 21, 2021
Approved By:	Andrew Sibai	Date:	September 21, 2021
Last Updated By:	Lisa Cariker	Date/Time:	September 21, 2021
Received By:		Date:	