

CITY OF CROWLEY

Senior Staff Accountant

Pay Grade: 122

FLSA: Non-Exempt

Salary Range: \$63,897.60 - \$93,828.80

JOB SUMMARY

Performs a wide variety of highly technical financial tasks under the general direction of the Finance Director. These tasks include, but are not limited to financial reporting, budgeting, cost/benefit analysis, funding alternatives, operational reviews and special projects, as assigned. Supervises accounting clerks and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

- Assist in the preparation of annual budget and long-term financial planning including revenue and expenditure forecasting.
- Accountable for recording the cost of newly acquired fixed assets and construction projects and their disposition in the Fixed Asset Software.
- Participates in the annual external audit including preparing year end schedules and journal entries. Prepares audit work papers and coordination with auditors on audit procedures.
- Prepares monthly, quarterly, and annual financial reports and journal entries.
- Manages credit card programs by receiving and reviewing statements, matching entries with daily deposits and finalizing work sheets.
- Handles accounting procedures for federal, state and local grants.
- Ensures all financial reporting deadlines are met.
- Establish and monitor the implementation and maintenance of accounting control procedures with all city departments.
- Prepares bank reconciliations and is responsible for reviewing daily cash balances and making appropriate transfers.
- Coordinates activities with other departments handling problems and streamlining information.
- Reviews data submitted by departments for accounting transactions and addresses abnormalities or departures from policy with appropriate levels of City Staff.
- Enters and reviews payroll and prepares payroll reports.
- Reviews and updates purchasing procedures and reviews purchase orders for compliance.
- Educates other department in correct accounting procedures and policies.
- Performs internal audits of internal controls, petty cash and other procedures and policies.
- Provides backup for critical tasks performed by the Finance Director.
- Regular attendance and punctuality are an essential function of this job.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting principles (GAAP), procedures, internal controls and financial forecasting techniques.
- Knowledge of Accounting theory, principles and practices, and their application to a wide variety of accounting transactions and problems in municipal government accounting functions.
- Ability to implement and administer computer accounting systems.
- Ability to communicate effectively orally and in writing.
- Ability to organize and work independently.
- Proven skills in 10-key by touch and use of computers and on-line systems.
- Knowledge of principles and practices of supervision and personnel management.

EDUCATION, EXPERIENCE AND CERTIFICATION

- Must have High School Diploma or GED
- Valid Texas Driver's License
- Associate Degree in Accounting
- Bachelor Degree (with Accounting major), Certified Government Finance Officer (CGFO) or 5-7 years of experience in municipal government finance preferred.