

Job Description – City of Burleson

Job Title: Staff Accountant – Accounts Payable
 Department: Finance
 Reports to: Director of Finance
 Pay Grade: 223
 FLSA Category: Non-Exempt
 Schedule: 5 shifts per week; 8 hours each
 Date Revised: January 22, 2010

BRIEF DESCRIPTION OF THE JOB:

Directs/performs complex technical and clerical accounting functions including, invoicing, accounts receivable, accounts payable, payroll, and general ledger operations. General ledger operations include examination, analysis, maintenance, reconciliation, and verification of financial records; develop and implement accounting systems; and perform related duties as required.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs);
H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Review incoming documentation concerning accounts payable for completeness and accuracy.
S	Prepare and process payments making sure required documentation is attached.
S	Ensure adherence to Purchasing Policy and Procedures.
S	Create, maintain, and use files as needed to assure accurate recordkeeping and retention.
S	Maintain records, print, and distribute IRS 1099 forms to reflect vendor payments.
S	Responsible for reconciling vendor statements and other payable related general ledger accounts.
S	Correspond with vendors, answer to internal/external inquiries, and resolve discrepancies in a timely manner.
S	Compile and remit taxes and fees due to other government agencies based on reporting guidelines.
S	Assist in preparation of work papers, including all necessary adjusting entries and prepare supporting schedules as needed for year end close and independent auditors.
S	Ensure all accounting policies, practices, and procedures are in accordance with Generally Accepted Accounting Principles (GAAP) and provide for adequate internal controls. Assist in the revision of accounting policies and procedures to maintain strong internal controls.
	Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general accounting procedures and pertinent laws and regulations related to government procurement practices.
- Knowledge of office practices and procedures with skills in the use of a personal computer, including advanced knowledge of Excel and automated accounting systems and ability to perform complex clerical and technical accounting functions, including skills to use 10-key.

Staff Accountant – Accounts Payable

- Skills in facilitating the development of alternative solutions and addressing recommendations.
- Ability to communicate effectively orally and in writing.
- Ability to read and interpret purchasing procedures; prepare, organize, and maintain reports and file system.
- Ability to organize assignments and work under time constraints.

EDUCATION AND EXPERIENCE:

Required

- High school diploma or equivalent.
- Have at least three (3) years of accounts payable and general accounting experience.

Preferred

- Accredited Payable Specialist (APS).

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate controlled office environment.

TOOLS AND EQUIPMENT USED:

Personal computer, calculator and 10-key, telephone, copy/fax machine.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds
Pushing/Pulling	O	To open and close filing cabinet drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	F	To use the computer, typewriter and calculator and writing.
Crouching/Crawling	R	To plug in computer, typewriter, calculator, etc.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F_time pressures

R_irregular schedule

F_frequent change of task

F_tedious exacting work situation

F_performing multiple tasks simultaneously

other: _____

R_emergency situations

R_danger/physical abuse

R_noisy/distracting environment

F_working closely with others as part of a

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.