



Staff Accountant

Job Code:

FLSA Status: Exempt

Reports to: Chief Financial Officer

Department: Finance

Job Type: Regular, Full-Time

Last Revised: March 2024

Annual Salary Range: \$65,000 - \$90,000

Position Summary:

This position performs staff accounting duties related to the preparation and recording of revenue and expenditure, processing of accounts payable, and journal entries, performing various account reconciliations, and assisting in the preparation of various financial reports for external and internal purposes.

Required Education and Experience:

- Bachelor's degree in accounting or a related field from an accredited university, plus a minimum of three (3) years of relevant accounting experience, preferably within the Government
- Experience working with accounting systems, preferably, Tyler Technologies, MUNIS
- Working experience using Microsoft products and mid-level Excel skills

An equivalent combination of education and experience that provides the required skills, knowledge, and abilities for this position may be considered.

Required Knowledge, Skills and Abilities

- Understanding of and the ability to adhere to GAAP and GASB accounting principles/standards
- Work effectively independently as well as part of a team
- Effective communication skills, both written and verbal
- Proficiency with Microsoft Office Suite (Excel, Word, and PowerPoint);
- Strong organizational skills and attention to detail
- Ability to multi-task

Essential Duties

- Assist in maintaining the agency's accounting records in accordance with General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Boards (GASB)
- Responsible for processing various data entry functions, such as accounts payable and/or payroll, as well as generating corresponding reports
- Perform data entry as needed
- Responsible for general ledger reconciliation and preparing work papers with supporting documentation
- Prepare journal entries
- Prepare bank reconciliations
- Reconcile revenue to internal and external source documents
- Assist with monthly, quarterly, and year-end financial reporting
- Assist with preparing and reviewing year-end annual reports, notes, and other schedules
- Assist with external auditor's requests
- Responsible for fixed assets physical inventory audit
- Assist with the annual budget data entry
- Assist and respond to department requests
- Participate in special projects and other duties as required

Working Conditions & Required Physical Abilities:

This position is located in a quiet to moderately noisy environment office environment.

Individuals in this type of position must have the use of sensory skills in order to effectively communicate with other employees and the public through use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers in order to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various items of office related equipment; such as but not limited to personal computer, calculator, copy and fax machines. May involve extended periods of time seated at a keyboard or work station. Must be able to lift, carry, and/or push/pull articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

Note: The above statements are intended to describe the general nature and level of work being performed by most people in this role and are not intended to be an exhaustive list of all responsibilities, duties and requirements. Additionally, nothing in this job description restricts GMX's right to assign or reassign duties and responsibilities to or from this job at any time when in the best interest of the Authority.