

POSITION DESCRIPTION

**Position Title:** Accountant

**FLSA:** Exempt

**Status:** Full-Time

**Pay:** Depends on qualifications

**Reports To:** District Director

**Department:** Administration

**Location:** 201 North 8th Street, Temple, Texas, 76501

**Updated:** March 15, 2022



**Job Summary:**

Manages and analyzes financial and accounting functions, and monitors and communicates organizational performance with significant independent discretion and judgment.

**Essential Functions:**

- Oversees accounting functions, to include accounts payable, accounts receivable, and treasury, and monitors organizational performance.
- Supervises accounting staff.
- Ensures that all accounting functions are executed in a timely manner with respect to contract dates, federal and state deadlines, etc.
- Maintains accounting systems, ensuring that financial transactions follow generally accepted accounting principles.
- Coordinates monthly, quarterly, and year end closing and accrual processes.
- Manages, analyzes, and reconciles general ledger and subledger accounts, systems, and financial records; prepares adjusting journal entries; performs follow up on variances.
- Collaborates with staff for accurate and timely payroll processing.
- Reviews and audits purchasing card spending and reports.
- Responds to accounting and financial questions through research and data interpretation.
- Analyzes current processes and procedures to identify and recommend updates to accounting processes and procedures; promotes process improvements.
- Prepares and posts journal entries, including allocations.
- Studies and analyzes records of present and past operations, trends, costs, estimated and realized revenues, administrative commitments, and obligations incurred.
- Assists auditors and works to improve future processes based on findings and recommendations.
- Leads budget development for departments, grants, etc.
- Discusses accounting processes and offers recommendations with internal customers.
- Assists with fixed asset inventory and management.

- Prepares quarterly reports for board review; prepares financial records and reports, and managerial and ad hoc reports, as needed.
- Participates in professional development activities to maintain and gain current field knowledge.
- Serves as part of public health emergency response efforts, as needed.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree in Accounting or Finance.
- Three (3) years of public sector experience (e.g., federal, state, local government, or non-profit) in accounting or finance, of which includes reconciliation and analysis.
- Any equivalent combination of education and experience may be considered.

**Preferred Qualifications:**

- Supervisory or lead experience.

**Knowledge, Skills, and Abilities:**

- Skilled in analytical assessment, cultural competency, communication, financial planning and management, and leadership and systems thinking.
- Knowledge of laws and regulations regulating fiscal recordkeeping.
- Knowledge and understanding of general ledger, accounts payable, accounts receivable, cost accounting, and payroll.
- Ability to produce, examine, and verify financial statements, reports, and analyses.
- Proficiency with Microsoft Office Suite; advanced Microsoft Excel skills with the ability to analyze large sets of data.
- Excellent communication skills, verbally and written.
- Strong attention to detail and organizational skills.

**Physical Requirements:**

- Ability to type, hear, and remain in stationary positions for extended periods of time.

Please note that this job description is not designed to cover or maintain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without notice.

*As an equal opportunity employer, the Bell County Public Health District does not discriminate based on race, color, sex, national origin, religion, age, equal pay, disability, or genetic information.*

**The employee's signature below indicates the employee's understanding of the requirements and essential functions of the position.**

Employee (signature) \_\_\_\_\_

Date \_\_\_\_\_

Employee (printed) \_\_\_\_\_