



VACANT POSITION

Open until filled

External

Job Title: Staff Accountant
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt- \$48,892.03-\$53,967.65
Full Time Position and Full Benefits

Description:

Duties include overseeing the reconciliation and upkeep of general ledger accounts across various funds, managing capital assets inventory, and monitoring internal controls. Collaborate with the Director of Finance and Accounting Manager on departmental responsibilities such as coding, processing, recording, and reporting of financial transactions, budget preparation, and compiling statistical data reports.

Essential Functions

- Manages the reconciliation of Due-To and Due-From general ledger accounts.
- Reviews Accounts Payable Clerk's duties for quality control purposes.
- Briefs the Accounting Manager on all deficiencies noted as the result of bank reconciliations done by the accounting Clerk.
- Maintains and reconciles all Capital Assets Inventories to include inventories for Materials and Meters.
- Maintains and assists the Accounting Manager on the compliance of the management of all grants granted to the District.
- Performs General Ledger Accounts Reconciliation to Subsidiary Ledger Balances, prepares and enters all journal entries as a result of these reconciliations.
- Maintains and assists the Director of Finance in compliance with all cash collections for the District.
- Monitors the District's spending to ensure that it is within the approved *budget*.
- Acts as an advisor to department managers in formulating their budget submissions and informing them of due dates.
- Assist department managers in the reviews of proposed budget submissions for accuracy and completeness.

- Assist the Director of Finance and Accounting Manager in the revision and adjustment of the mid-year and end-year budget to keep finances on track.
- Assist in the financials and in the monitoring of internal control procedures to ensure compliance with local, state, and federal regulations.
- Assist the Director of Finance and Accounting Manager in the control of cash disbursements and receipts by preparing all required spreadsheets, analyzing budget variances, and ensuring that all support documentation is filed with each disbursement/receipt voucher.

- Assists in the areas of Cash and Revenue Forecasting, Receivables, and Procurement.
- Assist in reviewing, reconciling, and maintaining a current spreadsheet on Property Tax Receipts.
- Assist the Director of Finance and Accounting Manager with year-end close and during the auditing process.
- Works in a safe manner and ensures the reporting of unsafe activities and conditions to the direct supervisor.
- Follows District-wide safety policy and practices and adheres to responsibilities concerning safety prevention.
- Other duties as assigned.

The following is required for this position:

- Bachelor's degree from an accredited college or university with major coursework in accounting.
- A minimum of two years of experience involving computerized general ledger accounting duties.
- Must operate a ten-key calculator by touch at medium speed.
- One year of supervisory experience is preferred.
- A Valid Texas Driver License.

Knowledge

- Knowledge of Basic Accounting Principles and Fund Accounting.
- Basic knowledge of budgeting and internal controls.
- Accounts Payable/Receivable, and general ledger accounts reconciliation. Knowledge of Payroll is preferred,
- Knowledge of Microsoft Windows operating systems, excel spreadsheet preparation, and word processing programs
- Knowledge of basic supervision methods, and basic knowledge of vouchers computer processing, and financial reports preparation. Basic knowledge of the billing, collection, reporting, depositing, and safekeeping of cash

Other Abilities:

1. Ability to assist in the collecting, analyzing, and interpreting of financial data.
2. Ability to prepare and present accurate spreadsheets, reports, and statistical data.
3. Ability to have good comprehensive and effective supervision to subordinate(s).
4. Ability to cultivate and sustain positive professional relationships with colleagues and clients within the scope of responsibilities.
5. Ability to utilize personal computers and software for various functions.
6. Ability to research, evaluate, and analyze new techniques, methods, and procedures.
7. Demonstrated ability to maintain confidentiality through the use of discretion and independent judgment while carrying out job responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is a largely sedentary role; however, some filling is required. Must be able to lift to 25 pounds.

Application: To apply for a job with our organization, please visit our website at www.lmwd.org to fill out the job application.

Completed applications can be submitted via email to mgamboa@lmwd.org Alternatively, you may also obtain a physical copy of the application at our office located at Laguna Madre Water District, 105 Port Rd, Port Isabel, Texas 78578. Thank you for your interest in joining our team.

A resume and an official transcript are required and must be attached to the application.

Submit package to Mary Gamboa, HR & Senior Manager

105 Port Road, Port Isabel, TX 78578

or to mgamboa@lmwd.org