



CITY OF OVILLA

JOB TITLE: Accountant
DEPARTMENT: Administration
EFFECTIVE: 10/01/2021
FULL TIME: Full Time – Hourly
SALARY RANGE: \$20.50-29.50
REPORTS TO: Finance Director

JOB SUMMARY:

The purpose of this position is to assist in performing the accounting operations for the City of Ovilla. The City Accountant's duties include but not limited to payroll, accounts payable, bank reconciliations, monthly financial statements, bank deposits, fund transfers, investment & cash flow reports, fiscal and mid-year budget analysis and reports. Additional duties include assisting with the city audit, purchasing, reviewing inventory, quarterly reports, W-2's & 1099's, property tax deposits, maintaining financial transparency information for the City website, monthly sales tax and TMRS retirement reports, assisting with PIA requests and bid proposals for accounting related functions.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Maintains all accounts payable records by reviewing invoices, entering invoices for payments, putting checks in envelopes & filing paid accounts payable invoices.
- Manages payroll functions by entering new employees and maintaining employee information for payroll purposes, processing bi-weekly payroll, paying payroll taxes & employee assignment of income checks and journal entries.
- Preparing W-2's and 1099's on a yearly basis and maintaining and updating W-9 vendor information.
- Monitors the submission of purchase orders; verifies account balance and budget related information and confirm that appropriate documents are attached before the purchase orders are presented for approval to the Finance Director.
- Prepares daily accounting deposits and enters the deposits into the accounting software.
- Reconcile all bank accounts on a monthly basis.
- Assist in the preparation of Fiscal Year Budgets, with the input of the City Manager, Department Directors and City Council by basing budget on actual performance, previous budget figures, and estimated revenues, and other factors.
- Assisting the Finance Director with the annual audit by preparing work papers and responding to the auditor's questions and requests in a timely and accurate manner.
- Prepares quarterly reports and transfers including 941 payroll reports, TWC reports and court reports.
- Assist in preparing monthly reports including Financial Statements, Sales tax, TMRS monthly retirement reports, Financial Transactions over \$5,000 and court report journal entries.
- Assist in preparing quarterly and yearly Investment reports and cash flow reports. Assists the Financial Director with CD renewals and investment options.
- Assist City Secretary with PIA requests related to city finances.
- Prepare reports for annual workers comp audit.
- Maintain accounting files according to retention guidelines.



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SUPERVISORY DUTIES:

- This position does not have supervisory duties.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- Bachelor's Degree in accounting or related financial field, plus two years of experience in performing accounting, budget, or auditing in a municipal environment is preferred.
- Possession of a valid Texas Driver's License.

TOOLS AND EQUIPMENT:

- Proven and demonstrated computer skills including working in a windows environment with PCs. Software includes, but is not limited to the city's financial software, Microsoft Word, Excel, and Outlook. Other office machines used include copiers, scanners, postal machines, etc.

PHYSICAL DEMANDS

- Ability to lift 15 pounds, bend for filing, box records.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date

The purpose of this position is to provide assistance and support to the Finance Director and the City Secretary and all Directors by performing a variety of administrative and organizational functions that requires analysis and judgement in accomplishing diversified duties, including independent thinking within the limits of policies, standards and precedents. Performs various projects and administrative duties as necessary by managing handbooks, organizing meetings, providing customer service, responding to inquiries and complaints, maintaining a calendar of activities, assisting in budget preparation, assisting with Records Management and Open Records requests, performing various general office administrative duties and projects as assigned and interfacing with other City employees and citizens. This position does not provide direction to other employees.