

ACCOUNTANT I

The City of Port Arthur seeks qualified individuals to fill three (3) Accountant I positions in the Finance Department. The successful candidates will be required to perform professional accounting work, including accurate posting, reconciliation, and balancing of the general ledger and subsidiary accounts; monitoring and reporting of grant fund drawdown, receipt, and expenditures.

Experience and training equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or closely related field along with three (3) years of professional accounting experience, preferably in municipal/public accounting.

The salary range for this position is \$46,564/yr. - \$58,006/yr. (DOE&Q) with an excellent fringe benefit package after a successful probationary period.

For earliest consideration for an interview, interested applicants should submit an online application at the link below:

<https://cityhall.portarthur.net:444/Forms/HREmploymentApplication>.

Selected applicants will be required to submit necessary transcripts and/or licensure.

CITY OF PORT ARTHUR

Attn: Human Resources Department

P.O. Box 1089

Port Arthur, Texas 77641-1089

Fax (409) 983-8282

Email: HRJobApplications@portarthurtx.gov

(EEO/AA/V/F/RC/H)

CITY OF PORT ARTHUR

JOB TITLE: Accountant I EXEMPT: Yes
REPORTS TO: Comptroller
DEPARTMENT: Finance DIVISION: Accounting
SALARY RANGE: 33

DEFINITION:

To perform professional accounting work including recording and reporting of financial transactions and budgeting control for city accounts and projects as assigned; to review fiscal records; and to prepare financial reports and special financial analyses.

DISTINGUISHING CHARACTERISTICS:

As a flex staff position, an employee with three years of successful evaluations would be eligible for elevation to the Accountant II classification; elevation to Accountant II classification would be immediate upon receipt of CPA, or equivalent designation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Comptroller.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES- *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential Duties and Responsibilities:

Participate in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts, under the direct supervision of the Comptroller.

Prepare balance projections and review with Comptroller.

Monitor/report grant fund drawdown, receipt and expenditure

Assist departmental personnel with annual budget preparation and activity including proper expenditure coding, document preparation and other accounting related activities.

Prepare and assist in the preparation of various financial reports, including support for the Comprehensive Annual Financial Report.

Other Important Responsibilities and Duties:

Provide staff support to a variety of meetings and boards.

Prepare a variety of financial reports.

Assist external auditors with annual audit of city; provide financial schedules and information as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and procedures of financial record keeping and reporting.

Accounting theory, principles and procedures and their application to a variety of accounts, transactions and problems in a municipal government.

Modern principles and practices of governmental accounting.

Automated financial management systems.

Modern office method, practices, procedures, and equipment.

Ability to:

Analyze and interpret fiscal accounting records and prepare accurate and complete financial reports, for supervisory review

Interpret and apply pertinent Federal, State, and local laws, rules and regulations.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- Operating assigned equipment including computers and adding machines.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- performing mathematical calculations
- operating assigned equipment
- reviewing the accuracy of financial records
- communicating with others

Prepare a variety of financial reports and analyses.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contracted in the course of work.

Experience and Training Guideline

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

As an entry-level professional position, all experience is qualifying; including work-study, classroom module, practicum, etc.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or closely related field.