



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: FINANCE DEPARTMENT ACCOUNTANT

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| GENERAL DESCRIPTION: | The incumbent maintains fiscal control regarding expenditures and balance of federal, state and City funds; reviews, reconciles, disburses and allocates funds from various accounts, and prepares a variety of fiscal and accounting reports and records. Employee is responsible for reconciling accounting of City holdings, balancing ledgers and journals pertaining to individual fiscal accounts, and preparing a variety of periodic fiscal reports. Employee assists department heads, City personnel, and the general public by providing general fiscal information and advice, as requested. Employee assists with year-end audit preparation. |
| MINIMUM TRAINING/EXPERIENCE: | <ul style="list-style-type: none">• Bachelor's degree from an accredited college or university in accounting or related field;• 5 to 7 years of experience in municipal fund accounting or related work; alternately,• Good working knowledge of Personal Computer spreadsheet application;• Extensive knowledge of municipal accounting practices and procedures;• Significant knowledge of state and local fiscal regulations, policies and procedures; and,• Considerable knowledge of the application of standard accepted accounting principles, practices and techniques to municipal accounting transactions. |
| SALARY: | Depending on qualifications |
| DEADLINE: | Open until filled. |

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below.

**City of La Marque
1111 Bayou Road
La Marque, Texas 77568**

See job description attached.

Title: Accountant

FLSA Status: Exempt

Grade Level:

Department: Finance

Reports To: Finance Director

Job Summary

The incumbent maintains fiscal control regarding expenditures and balance of federal, state and City funds; reviews, reconciles, disburses and allocates funds from various accounts, and prepares a variety of fiscal and accounting reports and records. Employee is responsible for reconciling accounting of City holdings, balancing ledgers and journals pertaining to individual fiscal accounts, and preparing a variety of periodic fiscal reports. Employee assists department heads, City personnel, and the general public by providing general fiscal information and advice, as requested. Employee assists with year-end audit preparation.

Essential Job Functions (Must be performed with or without accommodations)

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)
- Maintains a complete set of computerized general ledger account books;
- reviews and balances general ledger accounts monthly, auditing detail records for accuracy and making corrections as necessary;
- Maintains general ledger accounts as needed; reviews, proofs and updates all manual and computerized data entries;
- Receives tax distribution totals from appropriate personnel;
- Edits all monthly journal entries in General Ledger;
- Coordinates with various departments to process insurance changes;
- Utilizes data entry equipment to record data into computerized records and prepares a variety of periodic fiscal reports and records according to established procedures or as requested;
- Receives or solicits information from City departments or outside agencies, as appropriate; submits such reports and records to requesting parties or in accordance with established procedures;
- Performs various seasonal and annual duties such as preparing for the annual audit, establishing ledger accounts for each fiscal year, etc;
- Assists department heads, Finance Department personnel, other governmental agencies and the general public by providing fiscal information or advice, as appropriate;
- Reconciles various balance sheet accounts, grants, and special revenue funds;
- Prepares monthly financial statements for boards, commissions, and committees;
- Work with Accounts Payable and Payroll to file unclaimed property report to State and post items under \$100 on City's website;
- Maintains variety of accounting records;
- Maintains emergency records and coordinate with FEMA and TDEM representatives to seek reimbursements.
- Allocates delinquent tax payments;
- Records and maintain PIDs payments;
- Assist Finance Director with treasury function of the city;
- Assist Finance Director with annual audit year end journal entries and CAFR Statistical Section; and,
- Performs other related work as required.

Education, Training and Experience

- Bachelor's degree from an accredited college or university in accounting or related field;
- 5 to 7 years of experience in municipal fund accounting or related work; alternately,
- Good working knowledge of Personal Computer spreadsheet application;
- Extensive knowledge of municipal accounting practices and procedures;
- Significant knowledge of state and local fiscal regulations, policies and procedures; and,
- Considerable knowledge of the application of standard accepted accounting principles, practices and techniques to municipal accounting transactions.

EMERGENCY OPERATIONS CLASSIFICATION, TIER 1: Employees who must return to work to supplement or relieve Tier 1 Employees immediately upon roads becoming accessible.