



***City of La Marque Position Description
Accountant II
Finance Department***

Title: Accountant II
FLSA Status: Exempt

Department: Finance
Reports To: Finance Director

Grade Level:
Immediate Subordinates: AP Specialist

JOB SUMMARY

The Accountant II position has primary responsibility for general accounting, miscellaneous reconciliations, reporting, and performs a variety of other related accounting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres 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)
- Serves as backup for full scale payroll processing during Accountant I's absence.
- Performs a variety of payroll duties:
 - 941 Quarterly
 - TMRS
 - 945 Filing
 - TEC Processing
 - Proof payroll register each payroll run to ensure accuracy
 - Process W-2's;
- Reconciles employee benefit invoices to assure proper payment to insurance vendors as backup.
- Edits journal entries.
- Assists with monthly/quarterly/annual State Comptroller's payments include but not limited to:
 - Monthly sales tax
 - Court quarterly
 - Child Safety annual
- Assists with fixed assets.
- Assists with capital projects.
- Assists with certain purchasing functions within the department.
- Performs monthly bank reconciliations as backup.
- Performs monthly balance sheet accounts reconciliations include but not limited to:
 - UB Receivables
 - Security Deposits
 - Payroll liabilities
 - Property taxes
 - Investments
- Performs quarterly investment reports.
- Assists with EDC monthly financial reports.
- Assists with grants administration.
- Performs Seizure fund reconciliations and annual filings.
- Performs PIDs, TIRZ, MUD, etc. reconciliations, payments, and maintains proper records.
- Coordinates with auditor to complete city's annual audits.
- Assists with budgeting.
- Delivers cash deposit bags to bank location during City Marshal's absence.
- Indirectly supervises accounts payable staff and serves as accountant I's backup.
- All other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree from a U.S. accredited college or university in accounting or related field;
- 3 - 6 years of progressively responsible related experience; experience in a position of comparable scope and size to the City of La Marque highly desirable;



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- Alternatively, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities;

Knowledge, Skills and Abilities

- General knowledge of municipal accounting practices and procedures.
- General knowledge of arithmetic.
- General knowledge of state and local fiscal regulations, policies and procedures.
- General knowledge of terminology used within the department.
- General knowledge of office accounting methods and procedures.
- Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.
- Ability to analyze and record information and balance figures.
- Ability to verify documents and forms for accuracy and completeness.
- Ability to exercise tact, courtesy and firmness in contract with the general public and City employees.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to work flexibly and remotely.
- Ability to continue functioning during emergency situations.
- Ability to communicate clearly and effectively.
- Ability to serve with professional and courteous manner.

EMERGENCY OPERATION CLASSIFICATION: TIER 1 - Employees with specific responsibilities who remain in the City, on the job, and/or at a designated location during an emergency

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date