



ACCOUNTANT/FINANCIAL ANALYST FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

The Accountant/Financial Analyst performs financial management work with emphasis on purchasing, budgeting, audit, and accounting functions. Performs assigned duties in support of the accounting and finance activities of the City. Duties involve planning, performing, and coordinating activities related to accounts payable, accounts receivable, fixed assets, purchasing, budget, audit, and financial reporting.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures purchasing activities are in compliance with applicable policies and procedures.
2. Provides premier customer service to internal and external customers by responding to requests in a timely and professional manner.
3. Maintains the general ledger by posting data to various ledgers, preparing, and recording journals, establishing and maintaining general ledger accounts and coordinating information with other departments and employees for financial reporting.
4. Invoices other entities in compliance with applicable agreements and the City's Fee Schedule.
5. Prepares monthly bank reconciliations. Performs account reconciliation and account variance analysis monthly for assigned revenue, expenditure accounts, and balance sheet accounts.
6. Assists in the preparation of the budget and financial planning processes by conferring with other city departments to validate revenue assumptions for utility rate and consumption estimates, fines, fees, and other revenue streams as assigned.
7. Participates in special projects in support of City-wide operations, which may include

analyzing vendor contracts; performing special studies; providing policy guidance and recommendations.

8. Monitors changes to local, state, and federal procurement laws and regulations related to municipality and grant funded purchases.
9. Resolves accounting related problems by researching and analyzing transactions, making any necessary correcting entries, evaluating, and analyzing financial issues, monitoring and balancing accounts, and classifying and maintaining revenues and expenses.
10. Performs other duties as assigned by the Deputy City Administrator II.

C. SUPERVISION

Works under the general direction of the Deputy City Administrator II.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Bachelor's Degree in Accounting, Public or Business Administration, Finance, or related field required.
2. Two (2) years of progressively responsible experience in accounting, finance, or related field with municipal government experience preferred.
3. Knowledge of generally accepted accounting principles and fund accounting.
4. Ability to establish and maintain effective working relationships with employees, City officials, and general public.
5. Ability to communicate effectively verbally and in writing.
6. Ability to handle confidential and sensitive information while maintaining confidentiality.

E. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; and copy machine. Incode, Sage, and database software.

F. SPECIAL REQUIREMENTS

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

1. Work is performed mostly in field settings.
2. While performing the duties of this job, the employee is regularly required to move about City Hall and various locations throughout the City; talk or communicate verbally; and operate computer equipment and programs.

G. WORK HOURS

This is a full-time, non-exempt position. Forty (40) hours per week. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time position and eligible for overtime pay as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any overtime hours performed must be preapproved by the Deputy City Administrator II.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

I. SALARY

Pay range is \$47,500 to \$55,000 annually. Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we

encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*