



## City of Irving Job Description

### Senior Accountant

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Financial Services
<b>Job Code:</b>	F111	<b>Reports To (Job Title):</b>	Accounting Manager

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#### **PURPOSE**

To review, prepare, manage, analyze, and/or present various financial documents and/or accounts. Also this position supervises accounting support staff including organizing, assigning, performing, and reviewing work.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Reconcile analyses and review General Fund and Debt Service Funds activity, which includes preparing entries.
- Prepare monthly financial reports.
- Oversee financial activity for Irving Convention and Visitors' Bureau (ICVB) and/or the Irving Arts Center (IAC).
- Prepare quarterly motor excise return, Court Cost Fee Report and State Court Tax for Seatbelt Violation Report.
- Provide Banner technical support to departments and Information Technology (IT).
- Supervise staff, including assigning work, evaluating performance, managing schedules and leave, and participating in interviewing and hiring.
- Assist in the development and maintenance of financial reporting systems to insure integrity of finances based on sound accounting procedures and controls.
- Prepare combining schedules (lead schedules), audit work papers, adjustments and entity-wide statements for the City's Comprehensive Annual Financial Report.
- Research and answer questions from external auditors.
- Review Government Finance Officer Association checklist.
- Oversee Alarm, EMS Collection and Property tax contracts (account reconciliations, performance measures monitored, year-end activities).
- Reconcile Hotel Occupancy Tax (HOT) Allocation and Trustee accounts for Convention Center and Entertainment Venue
- Update financial information in the Official Statement.
- Reconcile general ledger accounts (research, substantiate and correct balances if needed).
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- None Reported

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Initiation and approval of approximately \$120 million in wire transfers annually; Review and approve journal entries. Estimated journal entries are \$1.1 billion annually; Monthly account reconciliation on various funds with a total asset balance of approximately \$330 million.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's degree in Business, Accounting, or Finance.

### **EXPERIENCE**

- At least three (3) years of related experience, including one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Typing: Accurately entering information using computer keyboard.

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse office equipment especially computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working multiple software packages at simultaneously.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written Expression: Communicating information and ideas in writing such as routine reports and correspondence, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Provide assistance to staff in all departments

## **EQUIPMENT AND PROPERTY**

A computer, copiers/printers/faxes, and calculators.

## **PHYSICAL DEMANDS**

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.\*

The employee is required to balance, carry, kneel, lift, listen, see, sit, stand, talk and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

No unique work environment characteristics.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.