



JOB TITLE: Accountant I
DEPARTMENT: Finance
REPORTS TO: Controller
SALARY GRADE: 102
SALARY RANGE: DOQ (\$41,696 -\$46,908 annually)

LAST REVISION DATE: 02/2020
FLSA: Exempt
EEO: Professional

PURPOSE OF JOB

The position is responsible for performing all duties related to accounts receivable and accounts payable. Duties of the position include reviewing and processing all payment (A/P) and invoicing (A/R) requests, posting of bank deposits into the general ledger, assisting with the month end close process, maintaining fixed asset inventory, providing support for annual financial reporting audits, and maintaining written policies for related functions.

ESSENTIAL FUNCTIONS

1. Enter timely and accurate data in the general ledger system.
2. Work directly with all levels of personnel to request proper documentation for processing payments to vendors.
3. Purchasing card detail review and AP entry, as well as timely follow-up for items out of compliance.
4. Process all payment requests for weekly check runs to ensure accurate and timely invoices and payments to vendors and individuals.
5. Ensure internal Travel Rules and Procedures are updated and reflect best practices on an annual basis and provide training to staff as needed.
6. Review employee reimbursement requests for accuracy and compliance with Travel Rules and Procedures and applicable IRS or GSA rates.
7. Process A/R invoices for contracted services, grant reimbursements, and other revenues as necessary and post bank deposits to the general ledger.
8. Monitor outstanding receivables including restitution and manage collection of open accounts.
9. Provide A/P and A/R reports and supporting documents to assist with audit requests.
10. Research IRS regulations regarding Form 1099-Misc reporting, collect and prepare data, and distribute 1099-Misc forms on annual basis.
11. Provide customer service for all A/P and A/R related questions, receive telephone calls and answer inquiries.
12. Establish customer and vendor accounts and lists; index and file invoices, vouchers and other records; maintain all files relating to each specific customer and/or vendor.
13. Maintain monthly expense and/or balance sheet reconciliations, as assigned.
14. Manage fixed asset inventory listing; coordinate annual fixed asset inventory count.
15. Assist with special projects as required by researching, reconciling, and tracking information.
16. Perform other duties or projects of similar nature and level as assigned.

REQUIREMENTS TO PERFORM WORK

Education & Experience: (Any equivalent combination of education and experience)

- Associate's/Bachelor's degree in Accounting, Finance, or Business Administration.
- Minimum two years of bookkeeping experience in government, nonprofit, or in similar operating environment.
- Excellent communication skills, both orally and written, and ability to explain rules and regulations.
- Good technical skills, i.e. typing, word processing, computer operations, copier/fax, telephone.

Special Requirements: Hold a current valid Texas Driver's License

Knowledge of:

- Microsoft Office suite including Word, Excel, Outlook, PowerPoint
- Experience with Superior ONESolution Finance preferred
- Knowledge of 1099-misc reporting requirements highly preferred
- Principles and practices of basic accounting and clerical methods
- Interpersonal skills using tact, patience, and courtesy
- Proper public and telephone contact techniques and etiquette

Ability to:

- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Think independently and provide self-direction, solve various problems, and make informed rational decisions.
- Establish cooperative working relationships and communicate effectively and sensitively with vendors and all levels of staff, both verbally and in writing.
- Exhibit strong problem-solving skills and exceptional customer service orientation.
- Organize files and documentation and perform accounting clerical work.
- Interpret, apply, and explain relevant regulations, rules, and procedures.
- Understand and interpret department office policies, rules and practice
- Operate standard office machines, such as computers, calculators, and copiers.

The ideal candidate will:

- Ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment
- Possess a positive attitude, and practices good judgment, while open to receiving/providing feedback
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

PHYSICAL ACTIVITIES

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard and/or 10-key calculator; and seeing, talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

Additional perks and benefits that accompany full-time employment with DCTA:

- Telecommuting options available, up to three days a month, after successful completion of your six-month probationary period and if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.

- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.