



Job Description: Account Clerk

Salary Range: \$50,000.00 - \$85,000.00; D.O.Q.

FSLA: EXEMPT

SUMMARY OF POSITION

Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares complex balance sheets, profit and loss statements and other financial reports. Analyzes current costs, revenues, financial commitments, and obligations to ensure budget compliance.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Office Manager
2. **Directs:** This is a non supervisory position.
3. **Other:** Has contact with other District employees and occasional contact with the Board of Directors, engineers, attorneys, customers, vendors and the general public.

EXAMPLES OF WORK

Essential Duties

- Ensure accuracy of **all** data input into the QuickBooks program.
- Use QuickBooks to enter daily expense information from source documents; to include vendor bill pay through the A/P function.
- Prepare monthly financial statements for General Manager review.
- Overall management of accounting department.
- Assist with various outgoing mailings, internet research and other special projects.
- Create and manage annual budget.
- Issue and track purchase orders.
- Assure the District maintains compliance with Texas Water Code purchasing requirements.

EXAMPLES OF WORK cont'd

- Track and reconcile Construction in Progress.
- Maintain fixed asset ledger.
- Make all year-end journal entries to adjust the books from a budgetary basis to full GAAP compliance.
- Work with external auditors to prepare annual audit report.
- Document and updates accounting policies and procedures.
- Provide monthly financial reports to the Board of Directors

Other Duties:

- Answer phone
- Process/assist with payroll
- Assist/make semi-annual bond payments
- Accept payments from walk-in customers
- Cross train with Administrative Assistant on recurring office functions

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Advanced knowledge of QuickBooks and Excel; considerable knowledge of fixed assets, constructions in progress, and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems.

The ability to prepare and analyze financial reports; ability to establish and maintain effective working relationships with employees.

The ability to work well with others and a good communicator (orally and in writing).

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from High School with an Associates Degree in Business or related field and 6 years experience; 10 years of experience in an accounting or account clerk position; Graduation from an accredited four-year-college or university with a degree in accounting, finance, business or public administration, or closely related field; and, one (1) years of experience in accounting and finance work.

CERTIFICATES AND LICENSES REQUIRED

- ❖ A Certified Public Accountant (CPA) license **preferred but not required**
- ❖ Bachelor's degree, **preferred but not required**
- ❖ Texas driver's license required.

Applicant Signature

Date

Supervisor Signature