



# Position Announcement

**Position:** Staff Accountant II

**Date Officially Opened:** 04/09/2024

**Starting Annual Salary Range:** \$67,748 to \$84,007 (DOQ)

(Full Salary Range to \$100,267)

**Direct Supervisor:** Assistant Controller

**Department:** Business Services

**Normal Work Hours & Location:** 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

## **Position Function:**

Under the supervision of the Assistant Controller performs assigned duties in support of the accounting and finance activities of the District. Duties involve planning, performing, and coordinating activities related to accounts payable, accounts receivable, fixed assets, general and subsidiary maintenance, and financial reporting.

## **Typical/Essential Duties:**

- 1) Supports the accounting function by planning, performing and coordinating work assignments related to accounts payable, accounts receivable, account reconciliations, fixed assets, cash flow management, and journal entries.
- 2) Participates in the development and preparation of year-end financial statements and reports, and works on year-end audit activities with external auditors.
- 3) Assists in ensuring accounting and finance activities are in compliance with generally accepted accounting principles with regard to financial reporting, as well as records management and legal IRS disclosure requirements.
- 4) Under the guidance of the Assistant Controller and Senior Accountant, assists with the development, recommendation and implementation of internal policies and procedures related to accounting and finance.
- 5) Assists with the development and monitoring of the Operating and Capital Budgets, and other projects and duties as assigned.
- 6) Performs additional duties as assigned.

## **Knowledge, Skills, and Abilities:**

Required knowledge and experience is normally obtained through the completion of four (4) years of college resulting in a Bachelor's Degree in Accounting or Finance. Three (3) to five (5) years of work experience related to accounting and finance is required. A Master's Degree in Business/Public Administration, Accounting or Finance can replace two (2) years of the required work experience. Government accounting experience, with specific knowledge of governmental budgeting and accounting principles is strongly preferred. Must be CPA Examination-ready within two (2) years of employment. Current CPA certification a plus. Should be competent in the use of Microsoft Office computer software, Excel and Word. Must possess a valid Texas 'Class C' Driver's License. Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

**Position is considered "Open until Filled."**

**Note:** All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment. Please visit the District's website at [www.utrwd.com](http://www.utrwd.com) to obtain an application and for instructions on how to apply.