

City of Fort Worth, Texas Job Description

Classification Title	Accountant		
Job Code:	PR1010	Job Family:	Professional
Pay Grade	609	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Maintains payroll related accounts, including reconciliations and balancing. Prepares payroll reports, processes payroll interfaces and books payroll related accounting entries to general ledger. Prepares and processes tax payments, reports and statements and assists with preparation of schedules and reports used to prepare annual financial report.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs payroll processing, including creating pay run IDs, performing payroll calculation validations, sending out payroll variance report and processing interfaces between systems. Balances, validates and transmits bank file. Prepares and interfaces wire payments into General Ledger system.
2. Maintains a variety of accounts and general ledgers; and prepares monthly fiscal reports and special reports. Posts data to various ledgers, registers, journals and logs.
3. Performs payroll liability account reconciliations; researches outages; and makes journal entries to balance accounts, as needed.
4. Provides support in grant contract administration and reporting; prepares various grant budgets and estimates; reviews grant regulations to verify expense eligibility; reconciles grant receipts and payments; requests grant reimbursements; closes grant contracts; and prepares final expenditure reports and single audit reports.
5. Prepares bank files that fund payroll processing. Generates ACH file for bank and prepares file for manual checks. Pre-notes accounts for direct deposit changes.
6. Prepares and processes bi-weekly, quarterly and annual tax payments, reports and statements. Generates payroll reports.
7. Enters and maintains wage garnishments; performs garnishment administration; and provides payroll data for employees.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic accounting and auditing principles and practices.
 - Principles and practices of financial record keeping and reporting.
 - Principles and practices of grant administration.
 - Business mathematics.
 - Methods and techniques used in general ledger reconciliation.
 - Federal and state tax laws and garnishment laws.
- **Skill in:**
 - Providing customer service.
 - Accuracy and attention to detail.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Calculate taxes and other pretax deductions.
 - Analyze data and resolve financial and accounting issues.
 - Use modern office equipment and specialized computer systems.
 - Prioritize work.
 - Balance a variety of accounts and maintain a variety of records and files.
 - Stay abreast of changes in laws that affect payroll items.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field and two years of increasingly responsible accounting experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

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 enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.