Senior Accountant
Addison Finance Department

ABOUT THE POSITION

Under general supervision of the Accounting Manager to perform accounting tasks of moderate difficulty in support of the activities and operations of the Town of Addison. The position will be responsible for the implementation and administration of reconciliation functions, as well as continuing to improve the internal controls. Specific, detailed guidelines covering the assignments are provided, either verbally or in writing.

The incumbent will be expected to identify problem areas; decide what information must be collected before any action can be taken to resolve the problem; and recommend a solution to the supervisor, who will set deadlines and priorities. Position requires contact with the public and requires tact and diplomacy in relationships, particularly when interacting with other departments within the Town.

MINIMUM QUALIFICATIONS

Education/Experience: Bachelor's Degree in Accounting. Three years of experience related to government finance, preferably in a municipality.

Certifications: Valid Texas Drivers License.

Knowledge, Skills, and Abilities:

- Knowledge of accounting theory, principles, and practices.
- Ability to perform repetitive accounting tasks with a high degree of accuracy.
- Ability to complete assigned projects in a timely and efficient manner with minimal supervision.
- Ability to conduct research projects and prepare clear and concise written and oral reports.
- Ability to establish and maintain harmonious relations with fellow employees, Town officials, and outside contracts.
- Must be proficient in Word, Excel, and Access software.
- Knowledge of automated accounting systems.
- Safe driving record.
- Must pass a credit, criminal background check, and pre-employment drug and physical screen.

SALARY INFORMATION

Salary range:
$61,881.30-$77,367.94 Annually

ATTENDANCE REQUIREMENTS

This is an exempt position; incumbent will be expected to work whatever hours are necessary to complete responsibilities.

ESSENTIAL JOB FUNCTIONS

- Perform detailed financial testing and trend analyses
- Prepare multiple reconciliations for the Town's general ledger accounts, to ensure the accuracy of financial records, including receivables, revenues, deposits, payables, inventories, etc.
- Assist in month-end and year-end closings as well as annual audit process.
- Assist in preparation of annual financial report, including data entry and formatting document.
- From time to time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions.
- Work and coordinate with both internal and external parties; to manage expectations, workflow and work processes.
- From time-to-time, incumbent may be assigned to perform extra job duties that are directly, indirectly or completely unrelated to their normal job functions in the course of presenting the designated special event(s).

WORK ENVIRONMENT-PHYSICAL REQUIREMENTS

Office is located on second floor of a two-story building without an elevator. Job duties require long periods of sitting in one position, inputting data into the computer, checking numbers and ledgers, and climbing up and down stairs. Bending, stooping, and lifting 10-20 pounds may be required. Work is generally performed indoors in an air-conditioned facility but may also include limited exposure to outside weather conditions.

APPLICATION PROCESS

To apply for the **Senior Accountant** position, please complete an Addison Employment Application online at **www.addisontexas.net** and submit a letter of interest and resume.

Please contact Caitlin Kite at 972.450.2817 for any questions about the Senior Accountant position.