



Position Announcement

Position: Senior Accountant

Date Officially Opened: 12/24/24

Starting Annual Salary Range: \$74,727 to \$94,156 (DOQ)

(Full Salary Range to \$113,585)

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 financial reporting fixed assets, 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) Supervises the activities of the Staff Accountant I & II.
- 4) Responsible for daily cash management activities and prepares investment, cash management and debt service reports.
- 5) Assists in overseeing accounting and finance activities to ensure compliance with generally accepted accounting principles with regard to financial reporting, records management and legal IRS disclosures.
- 6) Under the guidance of the Controller and Assistant Controller, assists with the development, recommendation and implementation of internal policies and procedures related to accounting and finances.
- 7) Assists with the development and monitoring of the Operating and Capital Budgets, and other projects and duties as assigned.
- 8) 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. Five (5) to seven (7) years of similar work related experience is required. A Master's Degree in Business/Public Administration, Accounting or Finance can replace two (2) years of the required experience. Government and/or Public Utility Accounting experience, with specific knowledge of governmental budgeting and accounting principles is strongly preferred. Must be a CPA candidate within two (2) years of employment and complete CPA certification within three (3) years of employment. 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 . Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.