



Position Announcement

Position: Staff Accountant I

Date Officially Opened: 12/24/24

Starting Annual Salary Range: \$59,191 to \$74,580 (DOQ)

(Full Salary Range to \$89,970)

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 ledger maintenance, financial reporting.

Typical/Essential Duties:

- 1) Supports the accounting function by planning and performing related work assignments to accounts payable, accounts receivable, account reconciliations, bank reconciliations, working capital calculations, and journal entries.
- 2) Provides support for capital project planning by assisting in special projects to secure capital financing, accounting for the District's various CIP expenditures and determining appropriate funding sources, as well as maintaining financial records regarding outstanding CIP contracts.
- 3) Provides required financial statements and other accounting information in order to satisfy certain reporting requirements and the requests of various interested parties.
- 4) Provides initial review to ensure accounting and finance activities are in compliance with generally accepted accounting principles with regard to financial reporting, records management and legal disclosures.
- 5) Participates in the development and preparation of year-end financial statements and reports and works on year-end audit activities with external auditors.
- 6) Oversees the District's Procurement Card Programs by handling initial card issuance, billing reconciliation, monitoring activities and troubleshooting issues related to the programs.
- 7) Under the Guidance of the Controller, Assistant Controller, and Senior Accountant, assists with the development, recommendation and implementation of internal policies and procedures related to accounting and finance.
- 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. One (1) to three (3) 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. CPA certification or CPA Examination-ready is 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. Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.