



Staff Accountant

Hiring Salary Range: \$54,360 – 82,220 DOE

GENERAL SUMMARY

Under the general direction of the Finance Manager, the Staff Accountant performs a variety of complex accounting and fiscal policy compliance tasks including bi-weekly and annual payroll processing, employee benefit processing, A/P, purchasing, asset management, and budget preparation. In addition, the Staff Accountant will assist the Finance Manager with recording cash receipts, CIP tracking, asset inventory and annual depreciation, investment and debt management, monthly financials, and all other District financial tasks as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Prepare and process biweekly payroll; longevity checks, anniversary checks, review and ensure accuracy of approved payroll timesheets, benefit deductions, garnishments, or other special payroll deductions in compliance with State and Federal regulations.
- Balance and maintain various payroll accounts and journal entries including payments to IRS, TCDRS withholdings, medical, vision, dental, and other various payroll deductions.
- Prepare monthly, quarterly, and annual reports as needed for TCDRS, IRS, Workers' Compensation, FICA, EEOC, Medicare, and Deferred Compensation.
- Prepare and distribute W-2 and 1099 forms, and all related annual file submissions required
- Prepares accounting entries to record various revenues, expenditures, accounts receivable and payable, and prepares related reconciliations.
- Prepares a variety of monthly ad hoc reports, financial models, and forecasting by utilizing existing financial models and adapt variables as needed such as economic indicators and trends.
- Inputs and maintains financial data for monthly, quarterly, and annual financial reports pertaining to debt, capital assets, and capital project accounting in accordance with generally accepted accounting principles and GASB.
- Prepare, code, and process monthly purchase card and fuel card statements

- Reconciling bank statements and fund balances to general ledger.
- Performs related work as required by the Finance Manager.

QUALIFICATIONS

Education and Experience

- High School Diploma (or GED equivalent) required
- Bachelor's degree from an accredited college or university in accounting, finance, or related field preferred
- Two (2) years of accounting experience in municipal or other government agency is preferred
- Any combination of training, education, and experience that provides the required skills, knowledge, and abilities

Trophy Club Municipal Utility District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.

To be considered for this position, send a completed job application with your resume (optional) to HR@tcmud.org.