

Job Posting Post April 15, 2014

Position: Assistant Finance Director / Chief Accountant

Job location 429 Fourth Street, City of Graham, Texas 76450

Job Type Full-Time

Compensation \$40,000 - \$60,000 annually, commensurate with experience and qualifications

Job Category: Finance/Administration

Applications Due: 5:00 p.m. on May 15, 2014

To apply: A signed City of Graham application must be submitted. A supplemental resume and cover letter may also be submitted. An application may be obtained at City Hall, 429 Fourth Street, by calling Sandra Helvey at 940-549-3324 or on the city website: www.grahamtexas.com

Essential Duties:

1. Assists the Chief Financial Officer, CFO, in the operational and managerial activities of the City's Finance Department
 2. General Ledger management: posting transactions, reconciling bank and investment accounts, managing/reconciling/balancing the ledgers/ producing the monthly financial statements
 3. Ensuring compliance with GAAP, City policies and procedures
 4. Maintain Property Insurance and depreciation schedules
 5. Supervises designated staff
 6. Works cooperatively in a team environment to provide quality seamless customer service
 7. Communicate effectively with CFO, City Manager, City supervisors and staff and makes reports to City Council
 8. Implement improved billing and collections systems and programs
 9. Assist CFO in the management of the utility billing, collection and customer service department
 10. In the absence of CFO oversee payroll, accounts payable and human resources departments
 11. May perform other duties as assigned
1. Review of monthly utility billing ensuring the monthly billing cycle is completed in a timely manner
 2. Assist CFO in maintenance and record keeping of all grants and City projects
 3. Assist CFO in study and implantation of automated billing and collections systems
 4. Work with external auditors in preparation of the Annual Comprehensive Financial Statements
 5. Other duties as assigned

Job Requirements:

1. Bachelor's degree in Accounting, Finance, Business Administration or related field from accredited college or university
2. Certified Public Accountant certification is preferred, but not required. The ability to test for CPA certification is required. CPA certification is required within 24 months of employment as a condition of continued employment
3. Two to five years of related experience, with experience in public accounting preferred
4. Physical requirements include bending, sitting, walking, driving and occasional lifting/carrying of 25 pounds
5. Knowledge of theories, principles and practices of accounting including GAAP guidelines and GASB pronouncements as well as of principles and practices of financial accounting
6. Knowledge of automated accounting systems and software
7. Ability to work independently in the absence of supervision
8. Ability to maintain confidential information
9. This position must live or be able to relocate within the city limits of Graham within 6 months and maintain residence in the city as a condition of continued employment
10. Must submit to and satisfactorily complete a criminal background check, drug screening and physical if selected for a conditional offer and prior to a final offer for employment
11. Must possess a valid Class C Texas Driver's license