

The **City of Mercedes** is taking applications for: **CHIEF ACCOUNTANT**.

Qualified applicants may submit application found at www.cityofmercedes.com and resume to: Arcelia Felix at afelix@cityofmercedes.com or 400 S. Ohio Ave. Mercedes, TX 78570. Call (956) 565-3114 ext. 138 or 161 with any questions. The City of Mercedes is an equal opportunity employer.

Applications will be taken until the position is filled. A detailed job description is be found on the City's website.

CHIEF ACCOUNTANT

The position entails performing professional accounting work of a varied nature including preparing budgets, year-end audit reports and schedules; training and providing technical advice to lower-level accounting personnel, and related work as required.

The individual works with a high degree of professionalism and independence in performing accounting and financial activities for the City. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. The position requires professional interaction with City department directors, other city staff and board members.

RESPONSIBILITIES:

- Prepare journal entries and reconcile general ledger and subsidiary accounts;
- Prepare monthly financial statements, including distributing monthly revenue and expenditure reports to departments;
- Analyze and reconcile expenditure and revenue accounts, including investment reports.
- Make wire transfers and journal funding transfers and reconcile monthly bank statements.
- Monitor grants revenues and expenditures, ensuring data is recorded in the City's financial accounting system.
- Calculate and prepare reimbursement billings and track receivables; reconcile monthly accounts receivable.
- Prepare audit schedules for external auditors and work closely with the City administration and auditors.
- Review and file annual financial statements for the City.
- Assist with the preparation of the annual and mid-year budgets.
- Assist with the fiscal year-end and fixed asset accounting.
- Supervise staff in daily operations of the department in all accounting related activities.
- Perform other duties of a similar nature as assigned.

REQUIRED KNOWLEDGE & SKILLS:

- Understanding of Generally accepted accounting practices and principles;
- Fund or governmental accounting practices and principles;
- Auditing practices and principles;
- Public agency budgeting practices and principles;
- Governmental procurement practices; and
- Applicable laws, codes and regulations
- Ability to operate office equipment and Computer applications related to the work (Accounting Software, Excel, Word, Power Point);
- Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, including city staff, board members, and the general public in person and over the telephone;
- Make sound, independent judgments within established policies and procedures;
- effective verbal, presentation and listening skills ;
- effective written communication skills

QUALIFICATIONS:

Education and Experience:

A bachelor's degree in accounting or business related field and three (3) years of fund accounting experience with at least (3) years experience in a supervisory position or any combination of education and experience which provides the required knowledge, skills, and abilities to perform duties of the job.

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