



Capital Area Council of Governments Job Description

CAPCOG Title: Accountant III

Division: Finance

Reports to: Director of Finance

State Title and Salary Grade: Accountant III / B17

FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs moderately complex accounting work at a governmental organization supporting a 10-county region through various grants and contracts. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, or reports. Works under general supervision, with limited latitude for the use of initiative and independent judgement. The essential functions of this position must be performed at CAPCOG offices; therefore, the position is not eligible for telecommuting on a regular basis.

ESSENTIAL FUNCTIONS

- Enters payment authorizations, purchase orders and accounts payable worksheets.
- Enters accounts receivable and cash receipt related items into the accounting system
- Reviews vouchers, travel requests, invoices, requisitions, purchase orders, statements, and similar records for compliance with agency policy and maintaining logs, as appropriate.
- Classifies, codes, posts and balances financial accounting documents and records.
- Calculates, prepares, and issues invoices, and other financial statements according to established procedures.
- Prepares and processes accounts payable checks.
- Prepares and processes annual 1099 forms.
- Prepares deposits and maintains cash control records.
- Researches and reconciles discrepancies in accounts and reports the findings.
- Reconciles and enters monthly credit card and Office Depot statements.
- Performs financial calculations such as amounts due, interest charges, balances, and discounts.
- Develops, coordinates, and maintains recordkeeping and filing systems.
- May assist in the development of administrative or technical assistance policies and procedures.
- May conduct an inventory of equipment and property.

GENERAL QUALIFICATIONS

Education

Graduation from an accredited four-year college or university with major course work in accounting, finance or a related field is generally preferred.

Experience

Two years of accounting experience that includes accounts payable and accounts receivable required.

Experience and education may be substituted for one another.

Knowledge, Skills, Abilities

- Knowledge of financial accounting and administrative procedures, such as managing electronic and paper files and records, creating documents, and working in Excel spreadsheets
- Knowledge of cash receipts, bank deposits, and account reconciliation

- Ability to perform data entry with accuracy in various Excel or financial documents and software
- 10 Key by touch
- Compile, code, categorize, calculate, tabulate, review, and verify information or data
- Skill in Microsoft Office programs (Word, Excel, Outlook, O365), with proficiency in Excel
- Maintain records in accordance with financial recordkeeping practices
- Ability to prioritize tasks and review work
- Ability to interpret and apply accounting theory
- Accurately perform numerical detail work

Position Specific Competencies

- Confidentiality - Discretion in the use of information is required of the incumbent concerning financial and benefit information of the agency and employees.
- Attention to Detail – Ability to achieve a high level of accuracy, reliability and thoroughness.
- Adaptability/Flexibility – Is open to change (positive or negative) and to considerable variety in the workplace.
- Interpersonal Communication – Communicating effectively with others in one-on-one or small group settings. This includes listening carefully to others and demonstrating an understanding.
- Work Organization – Balances competing priorities to meet all project and team commitments in a timely manner and deliver quality results.

Other Requirements

- Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Regularly
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Constantly
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Never
Drives a vehicle to perform CAPCOG business.	Never

KEY

Never 0% Seldom 0-30% Occasionally 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name, Signature and Date

Supervisor Printed Name, Signature and Date