



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 342.0

Job Title: **ACCOUNTANT ASSOCIATE**

Pay Grade: 14

GENERAL SUMMARY:

Performs a variety of entry-level professional accounting duties, such as gathering financial information, preparing reconciliation statements and/or entering financial transactions to assist in maintaining sound records for the department.

RESPONSIBILITIES:

- Maintains accurate accounting records by preparing, entering or verifying simple financial transactions.
- Audits cash receipts and/or refunds issued for the department.
- Reconciles accounts and identifies and prepares corrections by collecting and analyzing account information and analyzing accounting options.
- Maintains the department's petty cash account, ensuring timely and accurate disbursement.
- Maintains general and subsidiary ledgers and journals.
- Assists in annual budget preparation.
- May prepare, enter and approve fixed asset transactions to ensure accuracy and compliance with accounting procedures and City policies and standards.
- Assists with various clerical operations or special projects as required.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance.

EXPERIENCE:

No experience is required.

Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate's degree in Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where analytic ability is required, as in the comparison of numbers and fundamental facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and Vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Accountant Associate
Accountant
Senior Accountant
Accountant Supervisor
Accountant Manager

Effective Date: August 2001

Revised Date: May 2003