CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 342.1

Job Title: **ACCOUNTANT**

Pay Grade: 17

GENERAL SUMMARY:

Performs professional accounting duties of moderate difficulty in the establishment and maintenance of accounts and records; prepares, researches, and analyzes accounting data; prepares intermediate level reports and financial statements; follows city-wide and departmental accounting procedures, directives, and guidelines in researching and analyzing financial data and account status; and prepares a variety of accounting reports.

RESPONSIBILITIES:

- Prepares asset, liability and capital account entries by compiling and analyzing account information.
- Prepares financial statements and/or special reports by preparing balance sheets and income statements and reports; collects, analyzes, and summarizes account information and trends.
- Presents written and oral summaries of analytical research and findings to management and examines financial data to assist in management decisions.
- Reviews daily cash transactions for accuracy; balances accounts to appropriate funds; reconciles and/or make corrections.
- Prepares journal document entries to transfer, adjust and/or correct computerized accounting records; ensures accuracy and completeness of entries; enters transactions into accounting system.
- Audits cash receipts and/or refunds issued for the department or various departments.
- Performs fund and accrual accounting for various funds; prepares reports to collect payments and to ensure refunds are entered into the proper accounts; reviews payment vouchers for accuracy and completeness.
- Performs related work as required.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 9 hours in Accounting.

EXPERIENCE:
One year of experience as an Accountant Associate or a professional accountant is required.

Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 9 hours in Accounting.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

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 representatives and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

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: October 1990
Revised Date: May 2003
Revised Date: September 2026