



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: ACCOUNTING SPECIALIST

GENERAL DESCRIPTION:	The Accounting Specialist position has primary responsibility for activities related to accounting, reporting, reconciliations, and legislative updates.
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none">• Associates degree in Business Administration or related field; or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities;• Must have knowledge and(or) 3-6 years of experience in payroll processing; Preferably in municipalities;• Must have knowledge of latest FLSA, FMLA, and other employment laws affecting the city;• Knowledge and (or) experience working with collective bargaining in fire/police and civil service is highly desirable;• Ability to present ideas effectively orally and in writing; and,• Establish and maintain effective working relationships with staff, other City employees/ departments, City officials, and the public.
SALARY:	\$16.420 per hr.
DEADLINE:	Open until filled.

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401.

**City of La Marque
1111 Bayou Road
La Marque, Texas 77568**

See job description attached.

Reports To: Accountant

Job Summary

The Accounting Specialist position has primary responsibility for activities related to accounting, reporting, reconciliations, and legislative updates.

Essential Duties and Responsibilities (Must be performed with or without accommodations)

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)
- Responsible for processing payroll edits biweekly and verifying compliance before final run.
- Responsible for reconciling and balancing payroll accounts; reconciling payroll wages to 941 and TWC.
- Maintains accrued leave balances (sick leave, vacation leave, and compensatory time).
- Process W-2's.
- Reconcile benefits insurance billing to payroll deducts and General Ledger.
- Process and edit journal entries accurately in General Ledger.
- Assist with year-end accruals and other preparation for annual audit including encumbrances.
- Assist with budget documents compilation.
- Assist with payroll and benefits budgeting.
- Reconcile prepay accounts, receivable and liability accounts, consolidated cash accounts, grant bank accounts; records transactions for trust and agency funds; reconciles equity accounts.
- Audit cash drawers from various city departments randomly to prevent theft and/fraud occurrences.
- Audit travel expenses and travel advances.
- Process postage allocation monthly.
- Process fuel and fleet maintenance transactions monthly.
- Work with Finance Specialist to file unclaimed property report to State and post items under \$100 on City's website.
- Serve as backup for processing and maintaining requisitions/purchase orders from all departments;
- Utilizes computerized data entry equipment and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.
- Type materials from typed or handwritten copy, which requires use of a variety of complicated formats for preparing correspondence, records, etc.; assumes responsibility for correctness of spelling, punctuation, grammar and format;
- Assist with other reconciliations as needed monthly.
- All other duties as assigned.

Education, Experience, and Training

- Associates degree in Business Administration or related field; or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities;
- Must have knowledge and(or) 3-6 years of experience in payroll processing; Preferably in municipalities;
- Must have knowledge of latest FLSA, FMLA, and other employment laws affecting the city;
- Knowledge and (or) experience working with collective bargaining in fire/police and civil service is highly desirable;
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