



Collin Central Appraisal District

POSITION TITLE: Accountant
DEPARTMENT: Administration
SALARY: \$80,000
CLASSIFICATION: Exempt, Full Time
POSITION REPORTS TO: Director of Finance
POSTION SUPERVISES: N/A

POSITION PURPOSE AND SUMMARY

The Accountant is responsible for managing the day-to-day accounting operations of Collin Central Appraisal District. This position performs and oversees accounts payable, accounts receivable, billing, general ledger maintenance, cash & investment reconciliation, and related financial reporting functions. The Accountant ensures accurate financial records, compliance with applicable regulations and internal controls, and timely processing of all financial transactions. This position works closely with the Director of Finance, the Operations/HR Support staff, and the HR/Payroll department. The Accountant is an integral part of the Administration Department of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Payable

- Perform full-cycle accounts payable processing, including coding, entering, and reviewing invoices for accuracy and proper authorization.
- Research and resolve vendor discrepancies and invoice disputes.
- Prepare and process all payments via check and ACH in accordance with established internal controls.
- Maintain vendor records and ensure proper documentation and compliance with applicable policies.
- Assist with procurement policies including tracking bids, preparing purchase orders, and other internal documentation.

Accounts Receivables and Billing

- Prepare and issue quarterly invoices to all entities.
- Prepare and issue monthly invoices to retirees for benefit payments.
- Receive all payments, enter to appropriate receivable, and prepare the payments for deposit.

- Monitor accounts receivable balances and actively follow up on outstanding amounts.

General Ledger & Financial Management

- Maintain complete and accurate general ledger records.
- Prepare and post journal entries, including accruals, prepaids, and interest.
- Manage accrual schedules, prepaid schedules, interest schedules, and various other financial supporting schedules.
- Perform monthly cash and investment reconciliations and bank reconciliations.
- Perform month-end closing and prepare monthly financial statements.
- Perform year-end closing processes and prepare financial statements for year-end financial audit.
- Support annual audit activities by preparing schedules and responding to auditor requests.

Compliance & Controls

- Ensure adherence to local government accounting standards and applicable regulations.
- Maintain and improve internal controls and accounting procedures.
- Safeguard confidential financial and employee information.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Accounting
- Minimum 7 years of accounting experience (demonstrating progressively increasing responsibility)
- Accounting experience with companies between 50 and 250 employees a plus
- Local governmental accounting experience a plus

Knowledge, Skills, and Abilities

- Strong knowledge of general ledger accounting and GAAP principles.
- Experience with full-cycle accounts payable and billing functions.
- Highest levels of prudence, confidentiality, and discretion are mandatory.
- Proficiency in QuickBooks software and Microsoft Excel required.

- Proficiency in Word, Adobe, Outlook, and SharePoint a plus.
- Strong analytical and critical thinking skills.
- High attention to detail and accuracy
- Ability to manage multiple deadlines and priorities.
- Strong written and verbal communication skills
- Ability to work independently while maintaining collaborative working relationships.

Working Schedule and Conditions

This position is full-time, Monday through Friday. Work is performed in an office environment with standard business hours. Occasional extended hours will be required during audit periods, fiscal year-end close, or other entity or Board related requirements.

PHYSICAL ACTIVITIES AND REQUIREMENTS

Finger Dexterity: Using the fingers primarily to make small movements such as typing, picking up small objects, and operating a computer mouse.

Speaking Ability: Able to convey detailed or important information accurately, loudly, and quickly.

Hearing Ability: Able to hear average or normal conversations and receive ordinary information.

Visual Abilities: Average, ordinary visual acuity necessary to prepare or inspect documents, or operate computers and other office equipment.

Physical Strength: At times, the position requires long periods of standing (many hours at one time). At other times, the position involves sedentary work, sitting most of the time. Bending, kneeling, carrying, pushing, and lifting up to 20 lbs. occasionally.

WORKING CONDITIONS

No hazardous or significantly unpleasant conditions. Typical for office involved in serving the public.

IMPORTANT NOTICE FOR APPLICANTS

Collin Central Appraisal District does not hire individuals that test positive for nicotine and/or cannabinoid products or their derivatives. Applicants must pass a background check, detailed skills / aptitude tests, physical exam, and drug & nicotine testing.

Collin Central Appraisal District is an (EOE) Equal Opportunity Employer.