

Floresville Electric Light & Power System

Accountant

Position Details

Eligible Applicants:	Open to public
Job Status:	Full Time
Pay Status:	Non-Exempt
Reports To:	Chief Operating Officer
Typical Schedule:	8:00 a.m. – 4:30 p.m., Monday through Friday
Open Date:	February 7, 2022
Close Date:	Until Filled
Advertised Salary:	Depending on Experience

Job Summary

The purpose of this position is to process accounts payable invoices, employee payroll, complete capital work orders, create journal entries and other duties to assist the Finance Department, as needed. This is accomplished by charging out, posting, obtaining listings and verifying daily invoices and packing slips; reviewing and verifying daily e-time postings for payroll and balancing overtime; processing weekly accounts payable payments; printing checks and verifying registers; initiating ACH transfers and Positive Pay entries; processing payroll; emailing pay stubs; providing requested bid tabs; and printing generated reports. Other duties include distributing daily incoming mail, accounts payable and payroll month close; filing, printing, and archiving generated reports; distributing reports to the Finance and Human Resource Departments; processing federal documents annually; coordinating information for monthly board meeting and annual financial audit; following policies and procedures; and following directives from immediate supervisor. Additional duties may be assigned, based on organizational need.

Essential Functions

Manages accounts payable by charging out and posting daily invoices to various vendors; scanning and filing reports; paying designated vendors; preparing 1099's; and destroying previous year's retention documents when needed. Manages Payroll by reviewing daily time; processing payroll; preparing W-2's; preparing ACA requirements; and destroying previous year's retentions documents. Completing capital work orders; creating necessary journal entries; and other accounting tasks. Reviewing purchase orders and validating information between purchase

order, packing slip and invoices. Assisting the Finance Department with tasks as needed, i.e., bad debts, invoices for damage to FELPS property, credit applications, etc.

Minimum Preferred Qualifications

- Bachelor's degree; experience may be substituted in place of degree
- Three years' experience or bachelor's degree in accounting
- Requires a comprehensive, practical knowledge of accounting and use of analytical judgment and decision-making abilities
- Ability to deal with a system of real numbers
- Ability to write reports, prepare business letters, expositions and summaries
- Valid Texas Class C driver's license

Physical Demands and Working Conditions

The employee will be required to work in an office setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting up to 10 pounds, fine dexterity, vision, hearing, and talking. Working conditions may involve time pressures, frequent change of tasks, tedious or exacting work and multi-tasking. Post job offer driving record, background check and drug screen required of external applicants.