

COASTAL WATER AUTHORITY (CWA)

JOB DESCRIPTION

OPERATING TITLE: ACCOUNTANT

JOB TYPE: Full-time

PAY RANGE: \$55,000.00-\$65,000.00 per year

WORK LOCATION: In-Person

DESCRIPTION OF WORK:

Performs accounting duties related to Monthly, Quarterly, and Year-End Financial Statements along with all accounting related activities to assigned Operating Funds

SUPERVISION RECEIVED: Executive Director and Finance Manager

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES:

- A. Bi-weekly payable processing
- B. Prepare monthly/quarterly consolidated financial statements
- C. Bank reconciliations
- D. Prepare Year-End Financial Statements for annual audit
- E. Responsible for general ledger entries for certain funds
- F. Prepare monthly billings to the City of Houston (COH)
- G. Additional assignments as needed by CWA management

QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGE, SKILLS AND ABILITIES

- A. Knowledge of accounting, accounts payable, accounts receivable, administrative procedures, and related areas of accounting and business
- B. Proficiency in accounting software (Dynamics GP preferred) and Microsoft Office Suite (Excel, Word, Outlook)
- C. Strong attention to detail and problem-solving abilities
- D. Excellent in organizational and time-management skills
- E. Ability to maintain confidentiality and handle sensitive information
- F. Ability to maintain effective working relationships with co-workers, CWA officials, and the public
- G. Good communication skills, both oral and written

EDUCATION: Bachelor's degree in Accounting or Business Administration is preferred

EXPERIENCE: Minimum two years accounting related work experience

PHYSICAL REQUIREMENTS: No substantial physical activity

BENEFITS: 403B, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Time Off

CAREER LADDER: Chief Accountant
Senior Accountant
Accountant

APPLICATION PROCESS: Please direct any resume or questions to Seth Deutsch, Finance Manager: sdeutsch@coastalwaterauthority.org

NOTE: Any one position may not include all of the tasks listed nor do the examples necessarily include all of the tasks performed.