



JOB DESCRIPTION

Job Title: Accounting Administrator	Date Created: 12/29/2021
Department: Administrative	Date Revised: 10/01/2024
Division:	Salary: \$68,981 – \$96,243
Grade: 28	FLSA: Exempt

Summary of Duties: The Accounting Administrator is responsible for performing professional accounting work, including reconciling the general ledger, processing internal allocations, preparing financial reports, and assisting with the annual audit and provides confidential administrative support for the North Texas Emergency Communications Center (NTECC). This position works under the general supervision of the Administrative Services Manager and closely collaborates with the Executive Director.

Essential Job Functions:

- Prepare multiple reconciliations to ensure the accuracy of financial records. Verifies, monitors, analyzes, and reconciles financial information.
- Researches and resolves incomplete or inaccurate information. Produces journal entries for the purpose of classifying expenses, revenues, assets, and/or liabilities, and enters information into financial system.
- Creates, reviews, analyzes, interprets, and maintains a variety of records, lists, systems, and logs.
- Prepares, compiles, reviews, tracks, and monitors a variety of information, reports, and documents for internal and external use and ordinance and legal compliance, ensuring proper signatures, budget codes, deductions, totals, disbursements, and/or related information.
- Coordinates in preparation of annual and monthly financial reports, including data entry and formatting documents.
- Assist with general accounting cash management functions as needed.
- Collaborates with the NTECC Finance Directors Committee.
- Participates in the development and production of NTECC's annual budget.
- Demonstrates a strong leadership presence that promotes the NTECC mission, vision, and strategic plans.
- Supports the NTECC culture by assisting co-workers as needed with guidance and training.
- Supports the relationship between the NTECC and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and NTECC staff.
- Maintains a high level of confidential and sensitive information in a discrete and professional manner.
- Maintains the integrity, professionalism, values, and goals of the NTECC by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Punctual and regular attendance to/at work; work the assigned schedule and comply with the timekeeping policies and procedures. Able to work in a 24/7 work environment (weekends, holidays, inclement weather) and any shift (day or night). Must be available to respond to critical issues during non-business hours.
- Performs other duties as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. All listed qualifications, skills, knowledge, and abilities are considered essential and required.

Knowledge and Skills:

- Ability to collaborate and work with a diverse team and within the NTECC culture (core values: trust, professionalism, accurate & timely, compassion, teamwork, and our people), policies, and guidelines.
- Ability to address multiple demands simultaneously; prioritize work and respond to difficult situations under stress of time or circumstances; remain professional and operate effectively in high stress situations.

- Demonstrated working knowledge of accounting principles such as, Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), administrative and personnel requirements related to financial operations.
- Skilled in recording, analyzing, verifying, reconciling, and reporting accounting transactions.
- Skilled in applying accounting procedures and principles and researching accounting discrepancies.
- Principles and practices of confidential records management and file maintenance.
- Demonstrated excellence in customer services skills.
- Demonstrated literacy of Microsoft Office programs such as Word, Excel, and PowerPoint, at minimum.
- Skilled in the use of finance applications such as QuickBooks and accounts payable systems and software.
- Ability to create financial reports and presentations, including graphs.
- Knowledge of applicable local, State, and federal laws, codes, regulations, and ordinances.

Minimum Qualifications and Conditions of Employment:

- Education: High School Diploma or GED. Preferred Bachelor's Degree in Accounting or Finance, or related field. CPA license preferred.
- Experience: Two (2) years of position related experience in finance, accounting, or budgeting.
- Communicate clearly and concisely, relay details accurately both verbally and in writing.
- Must speak, read, and write in English.
- Must pass all applicable pre-employment screenings to include a drug screen and background investigation.
- A valid Texas Driver's License may be required or be able to obtain one within 90 days of employment.
- Must be able to pass FBI criminal background fingerprint check and comply with state and federal requirements for criminal justice information security standards.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

License and Certification:

- Depending on the needs of the NTECC, additional licenses and certifications may be required.

Physical Demands and Working Environment:

Work performed is primarily an office classification in a call center/dispatch environment, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation. Work is performed in a fast paced, high volume call center environment; incumbents must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. NTECC is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation, veteran status, genetic information, or any protected class in accordance with the law. NTECC provides reasonable accommodation for its employees and the public with disabilities, including veterans. For more information, please contact NTECC Administrative Services.