JOB DESCRIPTION

Job Title: Senior Accountant	**Date Created:** 12/29/2021
Department: Administrative	**Date Revised:** 10/27/2026
Division:	**Salary:** $81,034 - $113,059
Grade: 30	**FLSA:** Exempt

Summary of Duties: The Senior Accountant independently manages NTECC's day-to-day accounting, financial reporting, and year-end closing with limited direction. This position maintains accurate financial records, applies governmental fund accounting principles, coordinates the annual audit, and provides clear monthly financial and budget reports. Under the general supervision of the Chief of Staff and working closely with the Chief Executive Officer, the position identifies what needs to be done, determines how to complete the work, and follows through within established authority.

Essential Job Functions:

- Maintains and reconciles the general ledger, bank accounts, and supporting records; prepares journal entries, reviews coding, corrects discrepancies, and completes monthly closing procedures.
- Records revenues, prepares billings, tracks amounts due, and reconciles receipts, including member-city payments. Monitors cash balances and upcoming payment needs and alerts management to potential shortages.
- Applies governmental fund accounting principles and maintains schedules that distinguish funds from accounts and reserve designations within fund balance. Reconciles designated reserve balances to approved budgets and actual financial activity.
- Uses financial software and supporting schedules to prepare accurate monthly financial and budget reports. Explains significant variances, reserve balances, spending trends, and recommended actions to management.
- Independently completes year-end closing, including transaction cutoff, accruals, prepaid expenses, adjusting entries, and closing entries under the applicable basis of accounting. Maintains capital asset records and related schedules for additions, disposals, and depreciation, as applicable.
- Coordinates the annual independent audit, prepares reconciled records and supporting schedules, responds to auditor requests, and records approved adjustments.
- Coordinates annual budget preparation with management and Department Chiefs; analyzes spending, projects year-end results, and identifies funding needs or budget adjustments.
- Coordinates with accounts payable staff to ensure transactions are properly supported, classified, and recorded in the correct accounting period.
- Identifies grant opportunities, prepares and coordinates grant applications, and administers awarded grants, including tracking expenditures, maintaining records, and meeting reporting requirements and deadlines.
- Stays current on accounting practices, industry trends, and financial and budgeting technology; recommends improvements to systems, processes, and reporting to support accuracy and efficiency.
- Reviews accounting procedures and internal controls, recommends improvements, and maintains organized financial records. Works with the Finance Directors Committee, auditors, and other financial partners to resolve accounting issues.
- Performs other related 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.
- Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and governmental fund accounting, including the distinction between separate funds and accounts or reserve designations within a fund's balance.
- Skilled in recording, analyzing, verifying, reconciling, and reporting accounting transactions.
- Skilled in applying accounting procedures and principles and researching accounting discrepancies.
- Knowledge of year-end closing, adjusting entries, reconciliations, and preparation of financial records and schedules for the annual audit.
- Ability to think critically, investigate underlying causes of discrepancies, evaluate alternatives, anticipate financial consequences, and develop recommendations supported by financial data.
- Ability to independently identify accounting needs, determine appropriate steps, and complete work with limited direction while meeting deadlines and recognizing matters requiring management approval.
- Principles and practices of confidential records management and file maintenance.
- Demonstrated excellence in customer services skills.
- Demonstrated proficiency in Microsoft Excel to analyze, reconcile, and present financial data, including formulas, data analysis tools, and charts; working proficiency in Word and PowerPoint.
- Ability to apply accounting principles using financial and budgeting software, including QuickBooks, and use Excel or other supporting schedules to produce accurate reports when software functionality is limited.
- Ability to interpret financial statements and line-item budget reports and communicate financial results, assumptions, risks, and recommendations clearly to audiences without accounting backgrounds.
- Ability to research grant opportunities, prepare clear grant applications, and track grant budgets, expenditures, and reporting deadlines.
- Knowledge of applicable local, State, and federal laws, codes, regulations, and ordinances.

Minimum Qualifications and Conditions of Employment:

- Education: Bachelor's degree in accounting, Finance, or a closely related field. Additional progressively responsible accounting experience that demonstrates the required knowledge and abilities may be considered in lieu of the degree. Experience used to substitute for education must be in addition to the minimum four years of required accounting experience.
- Experience: A minimum of four (4) years of progressively responsible accounting experience, including general ledger reconciliations, financial reporting, and budget analysis. Experience independently completing year-end closing and adjusting entries and preparing reconciled records and schedules for an annual independent financial audit is required. Municipal or other governmental accounting experience is preferred.
- Communicate clearly and concisely, relay details accurately both verbally and in writing.
- Maintains punctual and regular attendance, follows assigned schedules and timekeeping procedures, and is available to respond to critical issues outside normal business hours, including weekends, holidays, and inclement weather, as needed in a 24/7 organization.
- 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.

Education substitutions will be evaluated based on the relevance, scope, and complexity of the accounting experience and demonstrated proficiency in the essential functions of the position.

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 requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation. Work requires sustained attention to detail, management of competing deadlines, and effective performance during financial reporting, budget, and audit cycles.

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.