



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Accounting Specialist.**

Under the general direction of the Finance Director and in compliance with fiscal policy and practice, the Accounting Specialist is responsible for accurately completing assigned accounting functions, such as payroll, accounts payable, reconciling the bank statements, and general ledger accounting.

## **Essential Functions:**

Duties include, but are not limited to:

- Enter data with employee information to prepare for payroll processing.
- Prepares various payroll-related reports and documents such as W-2s.
- Receives and records travel expenses and releases travel reimbursements.
- Assist employees with inquiries on payroll and direct deposit procedures.
- Reconciles, ensures accuracy, and updates regularly submitted reports as needed.
- Researches routine and special requests involving financial statistics, budget information, work files, and management statistics and reports, including reports for the financial audit.
- Prepares, codes, and produces vouchers for all accounts payable to ensure correct distribution of actual expenses compared to budget.
- Produces quarterly and year-end reports, including W-2 and 1099 preparation and distribution.
- Receives timesheets and reviews for accuracy; verifies and authorizes payment.
- Assists in the accounts receivable function, including receiving and preparing funds for deposit.
- Maintains Accounts Payable Files.
- Reconcile invoices related to benefit payments.
- Provide timely month-end close journal entries and reports.
- Assist as needed in the preparation of budgets and other reporting.
- Prepare various state filings, including quarterly court and tax reports.
- Initiate and complete bank wires and transfers with approval.
- Assist city department personnel with accounting-related issues and inquiries.
- Process unclaimed property for the city.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service
- Perform a broad range of complex financial, accounting & administrative responsibilities.

**Education/Experience Required:**

- High School diploma/GED required.
- Education requirements include an Associate’s degree or equivalent in finance, public or business administration, or related field.
- Two (2) years of experience in administrative work, preferably in an accounting department or any equivalent combination of education, training, and understanding that demonstrates the ability to perform the position's duties.

**Other Requirements:**

- Valid Texas Class C Driver’s License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

**Department: Finance**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Salary: \$22.74- \$24.49**

**Schedule: Monday – Friday, 8:00 AM – 5:00 PM**

**Job Close Date: Open until filled**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. or by mail at P.O. Box 387, Manor, Texas 78653, or by fax at 512-272-8792..

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**