

Description

JOB SUMMARY:

The Village of Surfside Beach is seeking a highly ethical, initiative-taking individual to serve as the Bookkeeper for the City. Under the direction of the City Secretary, the Bookkeeper's duties will be to oversee the financial activities of the entire city, responsible for all accounting and fiscal functions of the municipality. Collaborates closely with the Mayor, City Secretary and Department Heads in monitoring areas of fiscal responsibility, budgeting, and audit preparation. Oversees the city's budget, cash management, investments, debt, and city audit. The Bookkeeper prepares financial documents for the City Council, internal requests from Department Heads, and employees. Interact and communicate effectively with the City Council, City Manager, Department Managers, Attorneys, Auditors, other professional persons, as well as with intra- and inter-departmental personnel and the public.

Requirements

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Education and/or progressively responsible experience in finance, accounting, or a related field.
2. Manage and oversee the daily activities and operations of the Finance Department, including exercising judgment in determining time, place and/or sequence of operations.
3. Knowledge of government accounting principles established by the Government Accounting Standards Board (GASB) is preferred.
4. Multiple years of progressively responsible experience in local government accounting, finance, and budgeting.
5. Knowledge of finance-related computer software applications, including payroll, accounts payable, inventory control, utility billing, general ledger, fixed asset, and budget reporting.
6. Knowledge of federal, state, and local regulations regarding sales tax, Hotels tax and exemptions.
7. Knowledge of QuickBooks Pro Desktop is required.
8. Processing accounts payable checks and tracking credit cards and card usage.
9. Reconciliation of monthly bank statements
10. Maintaining, filing records dealing with accounts payables and daily finances.
11. Assist in resolving problems with invoices, including contacting city employees and/or vendors.
12. Assist in updating the general ledger and audit process.
13. Assist with cash, investments, and treasury management.
14. Other duties as required/assigned.

MINIMUM REQUIREMENTS FOR POSITION:

1. Associate degree in accounting or related field with emphasis on accounting and auditing.
2. 3-5 years' experience in governmental accounting, finance, or auditing government accounts in a public/private practice.
3. Must have excellent verbal and written communications skills.
4. Texas Driver's License.

SALARY: D.O.Q. The Village of Surfside Beach provides exceptional medical coverage, and TMRS participation at 2/2 @ 7%. Employees are vested after 5 years. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

APPLICATION DEADLINE: Open until filled. Applications are available at City Hall, 1304 Monument Drive Surfside Beach TX or online at <https://www.surfsidetx.org>. Completed application can be submitted in person or by mail to Village of Surfside Beach Attn: Amanda Davenport 1304 Monument Drive Surfside Beach TX 77541. Random drug testing; EOE.

CONTACT: Amanda Davenport, City Secretary Email: amanda@surfsidetx.org

- **Position Title:** Bookkeeper
 - **Job Type:** Full-Time
 - **Job Duration:** Indefinite
 - **Min Education:** Undergraduate
 - **Salary:** \$50,000.00 - \$60,000.00 (Yearly Salary)
-