



JOB DESCRIPTION

Accounting Assistant I– Accounts Payable

FLSA STATUS: Non-Exempt

REPORTS TO: Accounting Manager

WORK LOCATION: Temporarily located in Seguin, Texas

Location will permanently transition to New Braunfels, Texas in 2019

EFFECTIVE DATE: 04/2018

SUMMARY

This position is primarily responsible for the processing and maintenance of accounts payable for GBRA Divisions and Construction Projects as assigned. Other duties include administration of Revolving Expense Fund, Bank Reconciliations and Audit Schedules as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processing of vendor invoices for weekly check run. This includes coordination of supporting documentation for payment of vendor invoices, including W-9 information, and maintenance of file copies and supporting documentation for vendor checks.
- Reconciliation of Vendor statements.
- Preparation and mailing of required Vendor Code of Ethics Letters.
- Reimbursement of the Revolving Fund as needed, and the preparation of customer refunds for the Coletto and Lakewood Parks that are paid from the revolving account.
- Bank reconciliations as assigned.
- Preparation of sales tax exemption certificates as needed for GBRA vendors.
- Notifying the GBRA insurance carrier of new vehicle and equipment acquisitions
- Preparation of audit schedules as required.
- Research checks outstanding for two months or more on all disbursing fund, revolving and construction accounts and void and reissue checks on those accounts as needed.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of accounting and business administration principals.
- Skills in using Microsoft Office programs.
- Skills in problem solving.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to maintain high level of confidentiality.

- Ability to exercise initiative, independent judgement, and responsibility
- Experience in electronic data processing.
- Attention to detail and accuracy; ability to meet deadlines.
- Must have good customer skills and telephone etiquette.
- Effective communication skills both orally and written.

EDUCATION/CERTIFICATIONS

High School Diploma; three years’ experience in accounting or business related field, preferred.

Valid Texas Driver’s License with acceptable MVR.

EXPERIENCE

Three years’ experience in accounting or business related field, preferred.

MANAGERIAL RESPONSIBILITIES

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.