

PERMIAN BASIN REGIONAL PLANNING COMMISSION

Job Vacancy Notice **ACCOUNTANT III**

General Description:

The Accountant will report directly to the Chief Financial Officer of the Permian Basin Regional Planning Commission. The Accountant will perform moderately complex bookkeeping, payroll and clerical work in accounting and fiscal record-keeping. Work involves specialization in review, coding and data entry of accounts in accordance with established agency policies and procedures. May supervise related fiscal activities and work under general supervision with moderate latitude for the use of initiative and independent judgment.

Minimum Qualifications:

- ❖ Experience in accounting and/or bookkeeping
- ❖ Graduation from an accredited four-year college or university with major course work in accounting is generally preferred
- ❖ Education and experience may be substituted for one another.

Essential Duties:

- ❖ Receive, review, code and enter requests for payment from employees and/or vendors
- ❖ Prepare and process Accounts Payable payments
- ❖ Receive cash receipts and complete deposit slips
- ❖ Submit balanced reports to Chief Financial Officer for approval
- ❖ File all cash disbursements in vendor file
- ❖ Enter related financial information into the automated computer system
- ❖ Will perform duties as required for payroll
- ❖ Ensures that all transactions follow appropriate accounting policies and procedures
- ❖ Keeps abreast of legislative changes which affect the agency accounting procedures
- ❖ Provides technical assistance to staff in handling payroll/accounts, payable/accounts and receivable information
- ❖ Performs related work as assigned
- ❖ Perform month-end duties
- ❖ Assist with year-end duties and duties associated with annual audit

Required Knowledge, Skills and Abilities

Knowledge of financial administration and fiscal accounting, of the agency's financial program, governmental accounting, and budget control methods. Knowledge of Policies and procedures, and laws and regulations pertaining to fiscal operations. Knowledge of laws and procedures regarding all aspects of payroll. Abilities/skills to supervise support staff, to assist in the direction of complex accounting programs, to assist in the set-up of accounting systems, to interpret local, state or federal laws and regulations and to apply highly advanced accounting theory. Ability to travel for professional development may be required.

Certificates and Licenses Required:

Appropriate Texas driver's license or available alternate means of transportation
Proof of auto liability insurance

Please submit completed application (found at pbrpc.org) and resume to:

**Personnel Department
Permian Basin Regional Planning Commission
P.O. Box 60660
Midland, Texas 79711-0660
Email: chenderson@pbrpc.org**