

Position: Senior Accountant – Capital and Construction Projects

Reports to: Deputy Director of Finance

FLSA Status: Exempt

Date: August 2023



JOB DESCRIPTION

JOB SUMMARY:

The purpose of this position is to ensure accurate financial management and reporting for projects aimed at improving or maintaining public infrastructure and facilities. This position is responsible for performing complex and technical accounting reconciliations and reviews as well as functional supervision to various departments to ensure the accuracy of financial information, streamlined budgeting, efficient contract administration, and timely and accurate payment processing for contractors. Other duties include providing technical and administrative support to the CFO and Deputy Director of Finance.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Demonstrates technical excellence and ensures implementation of program goals in conformance with established strategies and organizational expectations.

Accounting: Perform CIP-related accounting activities, including timely and accurate project reconciliations, journal entries, audit workpaper preparation, financial reporting, and data analysis and financial reporting for CIP accounts. Analyzes CIP expenditures, estimates future expenditures, and maintains accurate and complete records. Processes budget transfers for CIP and multi-departmental operating budgets. Prepares reports on monthly usage of annual contracts, assists in preparing the Annual Comprehensive Financial Report (ACFR), upholds internal controls, recommends enhancements, and ensures compliance with relevant legislation to safeguard confidential information and city assets.

Financial Management: Collaborates with various City departments to gather and assess project cost estimates, budget projections, and funding sources for the CIP. Develops and maintains accurate financial models to track project expenses, ensuring adherence to budget constraints. Monitors and reports on project financial status, identifying potential issues and recommending corrective actions.

Contract Management. Oversees the entire CIP contract lifecycle, from contract award to completion, including change orders and addendums. Reviews and analyzes contract documents to ensure compliance with financial and contractual obligations. Collaborates with legal and procurement teams to ensure contracts are well-structured, compliant, and aligned with city policies.

Budgeting and Forecasting. Works closely with departmental stakeholders to establish project budgets based on accurate cost estimates and resource requirements. Assists in creating long-term financial forecasts and planning and scenario analyses for the CIP, considering various economic factors. Monitors project expenditures to ensure adherence to approved budgets, identifying variances, and proposing corrective actions as needed.

Purchase Orders and Payments. Manages purchase orders and ensures they align with approved budgets and procurement guidelines. Reviews invoices, contractor progress reports, and other relevant documents to validate accuracy before processing payments.

Cross-Departmental Collaboration. Provides expert guidance and support to multiple departments involved in the CIP, fostering strong working relationships. Identifies and collaborates with all stakeholders to streamline financial processes and enhance accuracy.

Reporting: Generates comprehensive financial reports for stakeholders, including variance analyses and project performance indicators. Gathers and analyzes data and prepares numerous in-depth reports, graphs, charts and presentations for high-level personnel, including senior management, City Manager and City Council. These include agenda items, monthly CIP status reports, fund balances and expenditures, and capital asset reports for both city projects and private development. In addition, work to report data associated with strategic goals, guiding principles, key performance indicators and focus areas. Evaluates cost trends and identifies potential cost-saving opportunities without compromising project quality or timelines.

Compliance and Audit. Ensures compliance with relevant accounting standards, laws and regulations, agreement and contracts, bond requirements, and city policies. Facilitates internal and external audits related to project finances and expenditures.

Strategic Management: Understands and applies fundamentals of business strategic management, such as with balanced scorecards and metrics. Actively manages and reports upon assigned metrics. Develops strategies to achieve departmental goals and assigned work plan initiatives. Understands the department's strengths and weaknesses. Identifies external threats and opportunities and adapts strategy to changing conditions.

Attention to Detail: Performs tasks with care and is thorough. Checks work to ensure accuracy and completeness. Compares the final work product to what is expected to find inconsistencies or errors. Remains aware and takes care of details that are easy to overlook or dismiss as insignificant.

Workplace Safety: Performs all work functions and operates all equipment in a safe manner to ensure the safety of self, co-workers, and the public. Follows all safety procedures, ensures a safe working environment, and immediately reports any unsafe working conditions.

Safeguards the public's trust.

Fiscal Responsibility: Assist with capital budget preparation. Responsible for approval of final documents sent to the Department Directors. Reviews and reconciles expenditures of significant budgeted capital funds.

Financial Stewardship: Researches and monitors budgets as assigned, ensures expenditures are in accordance with city-established financial principles, and ensures adherence to effective internal controls. Actively seeks ways to reduce costs and improve efficiency. Develops partnerships to reduce cost of service and improve service delivery. Provides high quality services using sustainable business practices. Understands the true costs of services and programs provided.

Risk Management: Designs and oversees work systems and processes to minimize unnecessary risk. Uses data and analysis to understand risk and improve decision-making. Identifies business operations designed to maximize the effectiveness of business processes.

Institutes and maintains a customer-centric work environment that provides customer and community engagement.

Customer Focus: Exhibits a commitment to delighting customers by providing an exceptional customer experience. Understands and applies the principles of quality customer service by responding promptly to customer needs and requests. Seeks to

understand customers' circumstances, problems, expectations, and needs. Answers phone calls, emails, letters, and addresses visitors in a professional, helpful manner by providing accurate and informative information with the ability to resolve problems or refer inquires to the correct contact. Responds to and resolves difficult and sensitive inquiries and complaints from internal and external customers. Communicates and maintains relationships with other city departments, outside agencies, and professional organizations.

Interpersonal Relationships: Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations. Handles all interactions with poise, tact, and diplomacy; and in a confidential manner.

**Work product models established
corporate culture in conformance with City values.**

The Southlake Way: Provides world-class customer service by anticipating needs, being warm and sincere, listening with empathy, relentlessly pursuing solutions, owning the experience, and making the moment memorable with each customer. Greets customers, answers the telephone and assists the general public. Provides information on departmental and city policies and procedures. Transfers and directs inquiries to the appropriate individual or department.

Accountability: Follows instructions and responds to management direction. Takes responsibility for own actions. Keeps commitments and completes tasks on time or notifies the appropriate person with an alternate plan.

Integrity: Treats people with respect, inspires the trust of others, works ethically and with integrity, and upholds organizational values.

Innovation: Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.

Commitment to Excellence: Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness. Applies feedback to improve performance and monitors own work to ensure quality. Recommends and implements areas of improvement and functional changes necessary for optimal achievement of city and department goals and objectives.

Teamwork: Balances team and individual responsibilities. Exhibits objectivity and openness to others' views; gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests and supports everyone's efforts to succeed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Formal Education: Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of college, resulting in a Bachelor's degree or equivalent.

Experience: Over two (2) years up to five (5) years of relevant experience.

Supervision: Job has no responsibility for the direction or supervision of others.

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach an agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Receives Strategic Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by the Chief Financial Officer, general

organizational requirements, and accepted practices. Total end results determine the effectiveness of job performance.

Technical Skills: Advanced – Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Reading Skills: Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Math Skills: Advanced – Ability to apply fundamental concepts of theories and work with advanced mathematical operations, methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing Skills: Advanced – Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Certificates & Other Requirements:

- A bachelor’s degree from an accredited college or university with major coursework in Accounting, Finance, Business Administration, or a related field is required.
- A strong understanding of construction project lifecycles, contracts, and associated financial processes is required.
- Proficiency in financial modeling, analysis, and budget management is required.
- Excellent communication skills to collaborate with cross-functional teams and external stakeholders is required.
- Possession of, or ability to obtain, a valid Texas Driver's License.
- Must be available to work evenings and weekends as necessary for City Council meetings, Board and Commission meetings, and other events.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary. Exerting up to 10 lbs. occasionally or negligible weights frequently. Sitting most of the time.

C - Continuously 2/3 or more of the time.	F - Frequently From 1/3 to 2/3 of the time.	O - Occasionally Up to 1/3 of the time.	R - Rarely Less than 1 hour per week.	N - Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Communicating with coworkers, making presentations
Sitting	C	Desk work, meetings, making presentations
Walking	O	To other departments/offices/office equipment
Lifting	O	Supplies, files, laptop
Carrying	F	Files, laptop
Pushing/Pulling	O	File drawers
Reaching	C	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator, tablet
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	N/A
Bending	O	Retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	N	N/A

Balancing	N	N/A
Vision	C	Reading; computer screen
Hearing	F	Communicating in person, virtually, or by telephone/radio to coworkers/public, making presentations
Talking	F	Communicating in person, virtually, or by telephone/radio to coworkers/public, making presentations
Foot Controls	N	Driving

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, printer, and related software; telephone, digital camera, video camera, copier, fax machine, laptop, and projector.

PRIMARY WORK LOCATION AND WORKING CONDITIONS:

Primary work location is an office environment. Working conditions are relatively free from unpleasant environmental conditions or hazards. Little physical effort is required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

Printed Name

Signature

Date