

# Lavaca-Navidad River Authority

## Job Description

<b>Job Title:</b>	Accounting Assistant II
<b>Department:</b>	Accounting
<b>Reports To:</b>	Director of Accounting
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$13.25 - \$25.46 per hour
<b>Prepared By:</b>	Human Resource Manager
<b>Approved By:</b>	General Manager
<b>Approved Date:</b>	July 2024

### Summary

The incumbent is responsible for applying principals of accounting and bookkeeping duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as needed.

Perform general accounting bookkeeping such as entering journal entries and budget amendments and account reconciliations.

Perform accounts payable and accounts receivable processing.

Perform payroll processing.

Assist in budget coordination.

Procurement of LNRA goods and services to include purchase orders and assist in preparation of specifications.

Comply with Generally Accepted Accounting Principles.

Assist in the preparation of statistical data for presentation in miscellaneous reports.

Assist in the preparation and collection of data for the financial audit.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

### Supervisory Responsibilities

This position does not include supervisory responsibilities.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

High School Diploma or general education degree (GED); plus four years related accounting experience and/or training, or a Bachelor's degree in Accounting or a related field; or an equivalent combination of education and

experience.

### **Language Skills**

Ability to communicate effectively in the English language, both orally and in written form.

### **Mathematical Skills**

Intermediate math skills.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving standardized situations.

### **Computer Skills**

To perform this job successfully, employee must be proficient in with a computer and Microsoft Office, specifically Microsoft Excel.

### **Certificates, Licenses, Registrations**

Valid Texas Driver License. Insurable driving record.

### **Other Skills and Abilities**

Ability to comprehend and compose correspondence and memos. Ability to proofread documents with attention to spelling, grammar, and detail. Ability to transcribe handwritten draft documents. Ability to read, analyze, and interpret documents. Public relations skills. Knowledge of accounting and bookkeeping. Ability to respond effectively to inquiries or complaints. Ability to write articles and/or presentations to public groups and/or the Board of Directors. Ability to communicate effectively and work as a team player. Understand and maintain confidentiality.

### **Other Qualifications**

Occasional travel may be required.

### **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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. This position may require typing tasks that take in excess of 5 hours, utilizing a computer. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be capable of opening and closing wire and metal gates and must be able to stoop to the ground to accomplish filing and stocking of office supplies. Employee must be capable of climbing a minimum of one flight of stairs on an intermittent basis to retrieve supplies.

### **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. The noise level in the work environment is usually moderate.

**Tools and Equipment Used**

While performing the duties of this job, the employee is frequently required to operate the following equipment:  
Automobile, computer, calculator, fax machine, copy machine, and telephone