



Gulf Coast Authority Job Posting

General	
The process begins with completing an employment application with a statement of why you are seeking this position and submit online at GCATX.ORG/Careers page. Upon receipt, it will be followed by a file review.	
Position	Pay Range
Accountant – Central Office	For Qualified Candidates IS ~ \$60,417 - \$77,821
Job Summary	
The accountant is an on-site position that performs a variety of accounting assignments including, but not limited to payroll processing, budget preparation, and reconciliations that require analytical skill. Requires considerable independent actions as specific instructions are given only at the commencement of new assignments or when new procedures are instituted. Working knowledge of accounting principles (GAAP) and procedures; governmental laws and regulations related to payroll issues and ability to interpret and apply laws to a variety of financial transactions; governmental accounting and related systems and procedures. Ability to communicate appropriate accounting and reporting to a varied audience including managers, non-accountants, and auditors. Must readily adjust to new or changing operating environments, reporting requirements and internal procedures and practices. Reports to Financial Director.	
Typical Duties and Responsibilities	
Executes payroll processing and verification of accuracy of payroll. Prepares annual W-2s, quarterly 941s, reconciles to GL wage and hour costs to Internal Revenue filings. Coordination with Human Resources for the accuracy of employee payroll information and documentation. Preparation of payment vouchers for insurance, wage garnishments, and other payroll-related expenditures. Reconciles TEC to Worker's Compensation wage totals in preparation for audit. Bi-weekly, quarterly, and yearly reconciliation of payroll-related balance sheet accounts, plus others as assigned. Prepares, as needed, daily, monthly, quarterly, and annual journal entries relating to payroll, cash, and other assigned tasks. Reconciles cash general ledger balance to bank statements daily and monthly and immediately reports any discrepancies. Assists the Accounting/Audit Manager and Accountants in routine or special accounting matters such as assisting with the annual audit. Assists the Financial Administrator for capital assets, project accounting, recurring journal entries, and related tasks. Supports the accounting function and other research tasks. Responsible for professional work in the preparation and analysis of the preliminary and final compilation of the annual operating budget and capital improvement plan for the Authority. Assists in the preparation of supporting budget documentation for forecasting financial information. Assists in other tasks related to the annual budget. Ability to recognize and maintain confidentiality of sensitive information. Performs any related accounting duties as required.	
Knowledge, Skills, and Abilities	
Two to three years of diversified general accounting experience including working knowledge of Generally Accepted Accounting Principles (GAAP). Must be very detail and deadline-oriented. Possess a strong aptitude and ability in the use of computer software applications including intermediate to advanced level Microsoft Excel skills. Desire to continually improve business processes and procedures. Strong analytical skills. Demonstrated presentation skills and capable of presenting effectively to diverse audiences. Proficiency in keyboarding and in the use of word processing, electronic spreadsheet applications, Microsoft Windows, and computer-based accounting software. Communicate effectively with GCA employees, customers, and facility participants.	
Environmental conditions	
Work is performed primarily indoors in an office environment but may be also required outside of the formal workplace. Work may require the ability to work odd hours outside of the traditional 8:00 am – 5:00 pm schedule including evenings and weekends to meet deadlines. May be required to work at off-site industrial setting. May require air travel and overnight travel for extended periods. Be responsive and available in emergency situations.	
Education, certification, and experience required	
Bachelor's or higher degree in accounting from an accredited four, year college or university. One to two years of diversified general accounting experience including working knowledge of Generally Accepted Accounting Principles (GAAP). Direct experience in governmental, municipal, project, and/or fixed asset	

accounting. Demonstrated ability in budget preparation including forecasting and analyses. Two years of experience in payroll - processes and reconciliation.

Physical requirements

Ability to sit for extended periods while performing various job functions such as operation of PC, reading, writing. Ability to occasionally stand, walk, kneel, crouch/stoop, squat, and twist upper body while performing tasks such as working with files and moving around office. Ability to grasp with hands and manipulate office equipment such as computer keyboard, mouse, calculator, telephone, and supplies such as books, filing boxes, paper, and pencils. Work is conducted primarily indoors. Work involves performing job duties under tight deadlines. Work non-standard workdays and extended hours as necessary. May require overnight travel to attend to GCA business related or training events. Be responsive and available in emergency situations as required.

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.