Deep East Texas Council of Governments
& Economic Development District

Job Posting – March 4, 2022

POSITION: Accountant, Area Agency on Aging
REPORTS TO: Director of AAA
FLSA STATUS: Non-Exempt (Part Time)

GENERAL DESCRIPTION

Performs complex technical accounting work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Classifies, codes, posts, and balances financial accounting documents and records.
- Compiles statistical, financial, accounting or auditing reports pertaining to such matters as cash receipts and expenditures, accounts payable, and funds status.
- Calculates and prepares financial statements according to established procedures.
- Prepares payment, cash, general journal and related vouchers.
- Reconciles bank statements or appropriation balances, researches discrepancies, and reports findings.
- Assists with the preparation of financial statements and operating budgets.
- Assists in monitoring and preparing the budget.
- Assists with an annual inventory of equipment and supplies.
- May perform payroll-related activities.
- May receive cash, prepare deposits slips, and maintain cash control records.
- May maintain files of documents and records in orderly and auditable fashion.
- Performs related work as assigned.

GENERAL QUALIFICATION AND GUIDELINES

Experience and Education

Bachelor's degree in accounting or finance required and 2+ years accounting experience.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Skill in the use of a personal computer and related office equipment.

Ability to review work for accuracy, to accurately perform numerical detail work, to make arithmetical computations, and to prepare financial and accounting records.

DETAILS:
Job will be 15-20 hours per week at $28 per hour and includes retirement plan.

APPLICATON PROCEDURE:
Submit completed application and resume to the DETCOG Human Resources Director by one of the following methods:

Email: ddavidson@detcog.gov.
Mail to DETCOG Attn: Personnel,1405 Kurth Drive, Lufkin, TX 75904

Application form can be found online at www.detcog.gov under the "Notices & Resources" tab.

APPLICATION DEADLINE
Until filled.

Special Conditions of Employment: The salaries of the Deep East Texas Council of Governments are funded annually under various state and federal grants; therefore, employment must be conditioned on the annual availability of such funds.

DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER