

Fort Bend County W. C. & I. D. No. 2
Bookkeeper

Job Title: Bookkeeper
Department: Accounts Payable
Reports To: Accounts Payable Supervisor
FLSA Status:
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Approved By:
Approved Date:

Summary:

The accounts payable department processes all invoices for general operating and the surface O&M. The District works on an accrual basis. As a rule, each vendor is paid once a month, usually within the first ten days of the following month.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Accounts Payable:

- Access Bank through Positive Pay to check bank balances, new deposits, cleared checks and other debits or exceptions
- Receive all invoices with supporting documents from Purchasing Clerk
- Review all invoices for delivery dates, completion dates, supporting documents and by checking for purchase order requests, over \$300.00
- Present all invoices for approval to the General Manager or designated person
- Process and post all invoices into accounts payable software
- Separate all approved and processed invoices into two (2) files
 - a) Invoices with obligations for vendors with more than one invoice to be paid by the 10th of the following month
 - b) Invoices with obligations for vendors paid only once a month, such as utilities, insurance premiums or one time only check requests
- Review and reconcile Meter Deposit refunds and process for payment
- Process General Fund checks in the absence of the Accounts Payable Supervisor
- Maintain check registers for all bank accounts
- Maintain and monitor utility invoices for cell phones, telephone service, security, electric service, and cable
- Maintain and monitor unclaimed properties
- Reconcile Aramark Uniform accounts
- Follow-up on vendor issues

Accounts Receivable:

- Access, record and post all deposits from the accounts receivable deposit binder, (Blue Book). These will include cash, checks, credit card and electronic checks
- Record all deposits into the check register for general operating fund
- Record all deposits into the accounts receivable excel worksheet. The total deposits in excel must agree with the daily bank deposits record

- Reconcile accounts receivable every month
- Generate invoices for monthly laboratory fees, surcharges and other income via Quick books
- Maintain and monitor Aging report from Quick books

General Ledger:

- Record monthly journal entries for Surface Water Fund's cell phone, fuel and other charges
- Record monthly interest paid by Frost Bank to bank accounts
- Receive and process weekly tax deposit reports from Fort Bend County Tax Assessor's office
- Record tax deposits in excel worksheet and check register
- Record and post tax monies into general ledger
- Consult with Accounts Payable Supervisor before transferring tax monies to Debt Service Account at CAT/Funds Management
- Record any adjusting or reclassifying journal entries
- Create and maintain the Regulatory Assessment report to TCEQ for water and sewer revenue
- Maintain and update monthly the Prepaid Water Tap worksheet
- Reconcile and update all bank accounts in the accounting software and excel work sheets monthly
- Analyze and review Monthly Revenue/Expense vs. Budget in general operating and surface water funds
- Maintain and update small tools, vehicle, and other equipment inventories
- In Accounts Payable Supervisor absence;
 - a) Initiate wire transfer of tax monies to debt service fund and notify Funds Management

Payroll:

- Assist Accounts Payable Supervisor in processing time cards
- Send payroll direct deposit file to bank via ACH Positive Pay
- Create, review pay stubs/check and attach to time sheets
- Update Daily Attendance Report for Supervisors

GASB34 (Governmental Accounting Standards Board 34):

- Record and post all water, sewer, engineering, easements, vehicles, furniture and equipment in Fixed Assets Module of accounting software
- Prepare and create yearly depreciation reports
- Prepare and create yearly fixed asset additions report
- Prepare and create yearly fixed asset deletions report
- Prepare annual audit reports

Education and/or Experience:

Bachelor's degree (B. A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Valid Class "C": Texas Driver License

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 occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel. The employee must occasionally lift and/or move up to 25 pounds.

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 quiet.