

CITY OF NEDERLAND JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

Job Title:	Accounting Manager
Department:	Finance
City Classification:	Regular Full Time
FLSA Classification:	Exempt (Salary)
Pay Range (Eff 10/1/22):	\$62,129.60 to \$84,739.20/year
Benefits:	Yes
Applications Open:	May 3, 2023
Application Deadline:	First review of applications will be on Friday, May 12, 2023 and if necessary, reviewed weekly on Fridays thereafter
Open To:	The Public and Current Employees

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications may be picked up in the Personnel Office located at:

City of Nederland Office Building
207 N. 12th Street, P. O. Box 967
Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

“Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result.”

If this position requires a commercial drivers license as described in the *City of Nederland Wage and Position Classification Plan*, the applicant must comply with the Omnibus Transportation Employee Testing Act of 1991.

The City of Nederland strives to provide employment and promotional opportunities based solely on qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran’s status, or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Holly Guidry, Human Resources Director
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile



Accounting Manager

DEPARTMENT: Finance

DATE: March 2023

SUMMARY: Under general supervision, supervises the staff and daily operations of the utility billing and payroll processing work groups; assists Finance Director with budgets and financial reporting; assures that accounting activities are in compliance with state and federal regulations, and City policies.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises City utility accounting operations; reviews and reconciles transactions and financial activities according to policies; records changes, reconciles and resolves differences.
- Reviews financial and accounting records and corrects errors as required; monitors accounting documents for accuracy, completeness, and compliance with City policies and practices.
- Supervises the utility billing staff; screens and assigns workload; plans, prioritizes, and assigns tasks and projects; monitors work and evaluates performance; provides direction and guidance in technical and procedural issues; trains, cross-trains, and instructs employees.
- Responds to employee questions regarding payroll and deductions by researching payroll files and records; resolves questions within scope of authority; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
- Responds to accounting questions and resolves accounting issues within scope of authority.
- Compiles data and creates journal entries for payroll and technical accounts.
- Maintains records and files associated with payroll systems, reports, and related transactions; assures accuracy and timeliness of all payroll activities.
- Assists clerical staff with accounting tasks, including processing accounts payable & receivable, payroll, and various technical transactions.
- Maintains fixed assets inventory.
- Assists with financial reporting and financial statements, and preparation of City budget.
- Meets regularly with staff to discuss and resolve workload, quality standards, and technical issues; monitors operations to identify and resolve problems.
- Supports the relationship between the City of Nederland and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City organization, operations, policies, and procedures.
- Public sector accounting and budgeting systems and procedures.
- City ordinances, codes, and policies related to accounting activities.
- Payroll calculations, accounting rules and procedures, and financial bookkeeping principles and methods.
- Generally Accepted Accounting Principles for Public Sector finance.
- Principles of record keeping and records management.

- General ledger and account reconciliation standards.

Skill in:

- Understanding and applying accounting standards and procedures, internal controls, and applicable Federal and state rules and regulations.
- Correcting and updating financial information systems.
- Reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.
- Supervising staff, and delegating tasks and authority.
- Using a personal computer with standard and specialized accounting and budget software applications.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Associate's Degree in Accounting, Business, or a closely related field; AND four years' technical accounting experience, including payroll accounting, preferably in the public sector; OR an equivalent combination of education, training and experience. Two to three years of supervisory or lead experience over general accounting function is preferred.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment; chance of exposure to the occasional hurricane.

This position is classified as an Essential Service Position under the City of Nederland Essential Services Policy and may be required to work immediately before, during, or immediately after an emergency or disaster as required by the circumstances, unless a waiver has been previously requested and approved in accordance with the City of Nederland Essential Services Policy.



Benefit Snapshot

Contact Information

City of Nederland
Human Resources Department
207 N. 12th Street
P.O. Box 967
Nederland, Texas 77627
409-723-1500 option 8

Disclaimer

This document is intended to provide a brief summary of benefits provided by the City of Nederland for the listed position. It is not intended to be a contract. More detailed information can be found on the City of Nederland's Employment page:

www.nederlandshiring.com

Accounting Manager Position Summary

Under general supervision, supervises the staff and daily operations of the utility billing and payroll processing work groups; assists Finance Director with budgets and financial reporting; assures that accounting activities are in compliance with state and federal regulations, and City policies.

Compensation

This position is classified as regular full time and salaried.

Salary range: \$62,129.60 - \$84,739.20 DOQ and employees are eligible to receive a step increase after completion of six months of employment and annually on subsequent hire anniversary dates until reaching the maximum pay.

In addition to base pay, longevity pay in the amount of \$4.00 per month for each year of service to the City of Nederland.

Retirement

Upon hire regular full time employees are enrolled in the Texas Municipal Retirement System (TMRS). Each TMRS participating city has its own retirement plan provisions. Some of the City's current provisions are as follows:

- Employee contribution rate is 7% of gross salary, tax deferred
- City matches employee deposits at a rate of 2:1
- 10 year vesting
- Retirement eligibility - 20 years of service at any age or 10 years of service and at least age 60

Regular full time employees are also eligible to participate in Mission Square Retirement's 457 retirement plan through pre-tax payroll deduction. This plan is separate from the TMRS plan and the City does not match employee contributions.

Leave Accruals

The Accounting Manager will begin accruing leave on the first day of regular full time employment and will be eligible to utilize vacation and/or sick leave after six months of employment.

Starting vacation accruals for this position will be determined and authorized by the City Manager (up to 4 weeks) in accordance with the City's Personnel Policy. Sick leave is accrued at 10 hours per month (or 120 hours per year).

Comprehensive Insurance Package

Regular full time employees are eligible for insurance benefits effective on the first day of the month following hire date. Medical and dental premiums for the employee are covered 100% by the City as well as basic life insurance 2X base salary up to \$200,000. Voluntary vision, additional life insurance and dependent coverage is available via payroll deduction.

CITY OF NEDERLAND
PROPOSED PAY PLAN

Job Title:		Accounting Manager				
FLSA Classification:		Exempt (Salary)				
City Classification:		Regular Full Time				
BASE SALARY FOR FISCAL YEAR 2022-2023 (effective 10/01/2022 – 09/30/2023)						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$62,129.60	\$64,001.60	\$67,891.20	\$71,947.20	\$76,273.60	\$80,870.40	\$84,739.20

LONGEVITY PAY

In addition to base pay, \$4.00 per month for each year of service to the City of Nederland.

CERTIFICATE PAY

Not applicable to this job title.

SHIFT DIFFERENTIAL PAY

Not applicable to this job title.

WORK SCHEDULE

This position requires in person attendance and the typical work schedule is 8:00 a.m. until 5:00 p.m., Monday through Friday although additional hours may be required, based on the needs of the City.

ESSENTIAL SERVICES POLICY

Employees in this position are classified Essential Services Personnel, and are identified by the City to be part of the emergency response team before, during, or after a hurricane. Essential Services Personnel are **required to work before, during, or immediately after a hurricane, and may be unable to evacuate with their family.** Employees identified as Essential Services Personnel also meet the definition of Emergency Services Personnel as defined in Chapter 22 of the *Texas Labor Code*. Failure to comply with this policy may result in discipline up to and including termination.

CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 10/2011)

City of Nederland Personnel Department
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

DISTRIBUTION

☐ Dept. Head
☐ Supervisor

Equal access to programs, services, and employment is available to all persons.

Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

ESSENTIAL SERVICES POLICY NOTICE

All Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

Position applied for: Accounting Manager

Posting date: May 3, 2023

Referral source: ☐ -City web-site ☐ -Texas Workforce Commission ☐ -Referred by City employee
☐ -City bulletin board ☐ -Other Name of source, if applicable: _____

Date application issued:

Date application returned:

Last Name (Indicate Jr., Sr., III)

First Name

Middle Name

If ever known/identified by any other name(s), please list full name(s):

Mailing address: Street or PO Box City State Zip

Physical address: Street City State Zip

Telephone numbers: Residence-() Cell-()

In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise.

☐ I would like all correspondence to be sent to the email address listed below:

Email address: _____

☐ I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.

Type of employment desired: ☐ -Full time ☐ -Part time ☐ -Temporary ☐ -Internship

Have you submitted an application here before? If yes, give approximate dates.

☐ -Yes ☐ -No

Have you previously worked for the City of Nederland? If yes, where and when?

☐ -Yes ☐ -No

Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.

☐ -Yes ☐ -No

Earliest date you would be available to begin duty, if selected:

What is the best number to reach you and what is the best time to call?

() _____ - _____, extension _____. Best time: _____

What is your current availability for work?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.				
Have you ever been subjected to any type of disciplinary action at work?				[]-Yes []-No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?				[]-Yes []-No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?				[]-Yes []-No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?				[]-Yes []-No
Have you ever been fired or told that you were going to be fired?				[]-Yes []-No
CRIMINAL HISTORY				
Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes , describe in full on a separate sheet of paper, including dates, criminal offenses, location (city and state), and disposition.				[]-Yes []-No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes , describe in full, including dates, criminal offenses, location (city and state), and disposition.				[]-Yes []-No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes , describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.				[]-Yes []-No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? If denied , describe the reason for denial in full on a separate sheet of paper.				[]-Yes []-No
Have you ever been charged or convicted for a violation relating to concealed handguns? If yes , describe in full on a separate sheet.				[]-Yes []-No
EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.				
High School or GED?	Completed?	School or Program Name	City, State	Highest Grade Completed
[] High School [] GED	[]-Yes []-No			
Education	Graduated?	School Name	Major Areas of Study	Hours completed or Degree or Certificate received
College/University	[]-Yes []-No			
Graduate School	[]-Yes []-No			
Business/Technical	[]-Yes []-No			
Special Courses	[]-Yes []-No			
CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS				
Type		Number	State	Expiration
Drivers: []-Class C []-Class A CDL []-Class B CDL []-Other: _____				
What special endorsements or restrictions do you have on your CDL license? (If applicable): _____ _____ _____				

Skills and Qualifications - List skills and qualifications you possess that are applicable to this position:			
ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. <i>Exclude</i> memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.			
Dates	Association/Organization	Membership, Offices Held	
ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. <i>Exclude</i> information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.			
INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.			
ADDITIONAL INFORMATION List any additional information you wish to be considered.			
REFERENCES List three business/work references who are not related to you and are <i>not</i> previous supervisors. If not applicable, list three school or personal references who are not related to you.			
Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

UNEMPLOYMENT PERIODS. Please explain any periods of unemployment.

From	To	Reason

EMPLOYMENT HISTORY Provide the following information for your past and current employers, assignments, or volunteer activities starting with your most recent employer. Use additional sheets if necessary. This information is subject to verification, so please provide complete information.

[illegible]

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is

denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state or federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name