



## **STAFF ACCOUNTANT POSITION DESCRIPTION**

Riverbend Water Resources District (RWRD) is a political subdivision of the state of Texas created as a conservation and reclamation district with the statutory powers and authority to acquire any and all storage capacity in a reservoir or other water sources inside or outside of its district boundaries and to acquire the right to take water from that reservoir or source. The mission of RWRD is to serve as a regional water provider for the development and supply of water resources to the region. This position will provide key support to the ongoing mission of RWRD.

### **GENERAL DESCRIPTION**

The Staff Accountant provides support for the following functions: accounts payable, accounts receivable, support with bond issuance, bond revenue and debt management, monthly reporting, budgeting and payroll. The Staff Accountant also provides support to the Finance Director, as needed.

### **PRIMARY RESPONSIBILITIES**

- Report directly to Finance Director/HR Manager;
- Prepare payroll;
- Work directly with the Finance Director and Executive Director regarding bond issuance, bond revenue and debt management;
- Review and deposit tenant payments;
- Review invoices and purchases orders;
- Review customer invoices and payments;
- Review and maintain credit card documentation;
- Prepare month-end closing;
- Prepare and file quarterly payroll tax documents (941, 940, etc);
- Prepare and file year-end tax documents;
- Work with executive management to develop financial business plans for RWRD;
- Work with Finance Director to establish and implement short- and long-range departmental goals, objectives, policies and operating procedures;
- Prepare monthly bank and credit card reconciliations for review by Finance Director;
- Prepare official annual report of actual revenues, transfers, and expenses;
- Prepare financial outlooks and financial forecasts;
- Work directly with outside accountants and auditors;

- Direct financial audits and provide recommendations for procedural improvements;
- Produce quarterly financial statements;
- Document financial processes;
- Communicate with tenant and vendors regarding tax certificates, W-9, payments, etc.;
- Coordinate all financial record filing and ensure compliance with records retention policy;
- Attend meetings of the Board of Directors, as directed; and
- Perform other related and non-related duties, as assigned.

### **KNOWLEDGE SKILLS**

- Possess 3+ years of experience in accounting, bookkeeping and/or payroll processing;
- Show strong ability to produce quality materials with tight timeframes and simultaneous projects;
- Proficiency in Microsoft Office Suite and QuickBooks;
- Must be familiar with Generally Accepted Accounting Principles (GAAP);
- Experience with bond debt, grants, multiple funds, and multiple bank accounts;
- Exhibit outstanding oral and written communication skills, initiative and ability to be self-motivated;
- Maintain professional image and approach to customers; and
- Highly desired: bachelor's degree in accounting, finance, or business.

### **SPECIAL REQUIREMENTS**

Must be a US Citizen, at least 18 years of age, with a four-year degree in accounting from an accredited university and possess a valid driver's license. Subject to background checks and random drug screenings at any time and without notice. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

Riverbend Water Resources District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, RWRD will attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate RWRD representative.

For more information, please contact Becky Melton, Finance Director/HR Manager at 903-831-0091 or [bmelton@rwr.org](mailto:bmelton@rwr.org).



228A Texas Ave.  
New Boston, TX 75570  
[www.rwrdd.org](http://www.rwrdd.org)

Email completed application to  
[riverbend@rwrdd.org](mailto:riverbend@rwrdd.org)  
Attention: Becky Melton  
Finance Director/HR Manager

### EMPLOYMENT APPLICATION

Riverbend Water Resources District is an equal opportunity employer. This application must be completed in its entirety and signed if you wish to be considered for employment at the district. Please type or print in ink. Information submitted on this application is subject to verification. Riverbend Water Resources District hires only US Citizens and lawfully authorized alien workers.

#### General Instructions

- Type or print clearly in ink.
- To be considered for employment, complete your application in its entirety and sign the certification section.
- Submit your application, along with a cover letter, resume, and list of 3-5 professional references. Submit only an electronic pdf copy of your materials to the email above.
- If you require special disability accommodations, please notify the appropriate RWRD representative in advance.

#### Applicant Information

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<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
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<b>Birthdate</b>	<b>Social Security Number</b>
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<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Mobile Telephone</b>	<b>Business Telephone</b>	<b>Home Telephone</b>
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<b>Preferred Telephone</b>	<b>Email Address</b>
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## Education Received

- Diploma: \_\_\_\_ high school \_\_\_\_ college \_\_\_\_ masters \_\_\_\_ doctorate
- If none, then highest grade completed \_\_\_\_
- Other

College, University, or Professional School	Dates of Attendance (Month/Year)		Major/Minor Course of Study	Type of Degree Received
	From	To		
Name & Address				

Your name, if different from application: \_\_\_\_\_

## Licensure, Registration, Certification

Title	License, Registration, or Certification Number	Date Received	Expiration Date

## Experience

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Include military service (indicate rank) and volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as the application.

Name of present or last employer:		
Address:		
Your job title:	From (Mo/Yr):	To (Mo/Yr):
Supervisor's Name:	Title:	Phone:

Continued...		
May we contact your employer?		
Duties and responsibilities:		
Reason(s) for leaving:		

Name of present or last employer:		
Address:		
Your job title:	From (Mo/Yr):	To (Mo/Yr):
Supervisor's Name:	Title:	Phone:
May we contact your employer?		
Duties and responsibilities:		
Reason(s) for leaving:		

Name of present or last employer:		
Address:		
Your job title:	From (Mo/Yr):	To (Mo/Yr):
Supervisor's Name:	Title:	Phone:
May we contact your employer?		
Duties and responsibilities:		
Reason(s) for leaving:		

**Availability**

Are you available to work in Bowie, Cass, or Red River Counties? Which?

## Citizenship

Are you a U.S. citizen or are you legally authorized to work in the U.S.?

- Yes  
 No

NOTE: Riverbend Water Resources District hires only US citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide proof of citizenship or authorization to work in the US.

## Relatives

To your knowledge, do you have any relatives working at this district?

- Yes  
 No

To your knowledge, do you have any relatives serving on the board of this district?

- Yes  
 No

## Criminal History

Have you ever been convicted of a felony or a first-degree misdemeanor?

- Yes  
 No

Have you ever pleaded nolo contendere to a crime which is a felony or to a first-degree misdemeanor, but had adjudication of guilt withheld by courts?

- Yes  
 No

## Certification

I am aware that any omissions, falsifications, misstatements, or misrepresentations may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Tampa Bay Water for employment purposes. I understand that applications submitted for employment are public records. I certify that to the best of my knowledge and believe all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

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Signature

Date