

Terrebonne Parish Sales & Use Tax Department

Government Tower
8026 Main Street, Suite 601
Houma, LA 70360

Vacancy Announcement

Accountant

See Attached Job Description

\$44,197.00 - \$66,295.00 per year

Closing Date: Until Filled

If interested in this vacancy, Email application to:

salestax@tpcg.org

All interested employees should submit a letter of interest to the Sales & Use Tax Department and their department head.

**Terrebonne Parish Consolidated Government
is an Equal Opportunity Employer.**



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Accountant
DEPARTMENT.....: Sales & Use Tax
DIVISION.....:
CLASSIFICATION/GRADE.....: Accountant/208
REVISED.....: 10/2020
REPORTS TO.....: Director
REVIEWED.....: 10/2020
WAGES.....: Exempt (Salary)

SUMMARY:

Responsible for maintaining a complete set of accounting records in accordance with generally accepted accounting standards, prepare all related financial statements and payroll reports; process all revenues and disbursements; assist director in preparing annual budget; and process all paperwork for new office employees.

BASIC FUNCTIONS:

1. Maintain a complete set of accounting ledgers and journals, including accounts payable, accounts receivable and payroll, according to governmental accounting and financial reporting principles.
2. Prepare a monthly financial report reflecting the receipts, disbursements of taxes collected and the expenses of the department.
3. Prepare audit worksheets for yearly audit performed by CPA firm.
4. Process all revenues by date stamping check, cash receipt and corresponding document, prepare bank deposit and balance to corresponding documents. Process all electronic payments through parish efile and saletax online. Update online account numbers with correct number from office database. Assist taxpayers with questions on electronic filing process.
5. Process payroll through direct deposit. Using ACH payments, disburse funds to government entities and state and federal payroll taxes. Process accounts payable and refunds with checks. Register all check payments through Positive Pay on the B1 Bank website. Maintain accounts payable history file.
6. Prepare all payroll reports including state, federal, FICA, retirement, unemployment, and W-2 form.
7. Prepare 1099's for vendors as required by law.
8. Distribute monthly auto rental reimbursement funds received from the State of LA to designated local agencies.
9. Process all new employees and maintain employee records (all necessary applications/forms and forward to applicable offices; all personnel records- annual/sick leave records and payroll records; all payroll reports.)
10. Assist the Director with the preparation of an annual budget, for submission and approval by the Sales Tax Advisory Board.
11. Prepare credit memos; transmittal letters and correspondence to taxpayers; processes all NSF checks and advise taxpayer (certified mail) of the returned check; assists public with information on sales tax, hotel/motel, occupational license, efile, sales tax online and statistical data.
12. Maintain a listing of current fixed assets and takes annual physical inventory.
13. Perform any other duties and functions, which may be necessary or desirable to carry out the purposes and functions of the Department.

OTHER REQUIREMENTS:

1. Knowledge of Government accounting principles.
2. Ability to work independently from general instructions.
3. Must possess strong mathematical and computer skills.
4. Must be able to work some Saturdays.
5. Must be able to handle multi-tasks at once.
6. Must pass test as determined by Supervisor in the interview process.

EDUCATION/EXPERIENCE:

1. Four-year college degree in accounting or related field.
2. At least two years' experience in bookkeeping or accounting work.
3. Consideration will be given to applicants with a minimum of five (5) years' experience relating to accounting, collection of sales/use taxes and occupational license taxes.
4. Experience with Microsoft Word, Excel, AS 400 and Business Works Programs.

Anyone interested in applying should submit their application and resume to the Sales & Use Tax Department by [emailing it to salestax@tpcg.org](mailto:salestax@tpcg.org)