



Brazos Transit District

Job Description for Staff Accountant II

The purpose of this job description is to communicate the responsibilities and duties associated with the position of the Accountant. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

Job Title:	Staff Accountant II
Supervisor:	Chief Financial Officer
Location:	2117 Nuches Lane, Bryan, Texas
FLSA Status:	Non-exempt
Safety Status:	Non-Safety Sensitive
Job Brief:	The job of Accountant is to perform accounts payable and preparation of daily deposits.

Essential Functions

Accounts Payable

- Process vendor invoices and ensure timely and accurate payment.
- Verify invoice approvals and supporting documentation.
- Prepare and process check runs, ACH payments, and credit card payments.
- Maintain all vendor file and W-9 documentation.
- Enter invoices into the accounting system.
- Process A/P checks.
- Reconcile vendor statements and resolve discrepancies.

Accounts Receivable

- Generate customer invoices and monitor collections.
- Record and post incoming payments.
- Reconcile accounts receivable balances.
- Follow up on outstanding receivables and assist with collection efforts.
- Maintain accurate customer account records.

Bank Reconciliations and Cash Management

- Perform monthly bank reconciliations for all accounts.
- Research and resolve outstanding transactions and discrepancies.
- Monitor cash balances and assist with cash flow management.
- Maintain accurate records of deposits and disbursements.

Grant Reimbursement Administration

- Prepare and submit reimbursement requests to the Federal Transit Administration (FTA), Texas Department of Transportation (TxDOT), and other funding agencies.
- Compile supporting documentation required for reimbursement requests.
- Track grant expenditures and ensure compliance with grant requirements.

- Assist with grant reporting and audit requests.
- Maintain records supporting grant-funded activities and expenditures.

Payroll

- Process bi-weekly payroll.
- Maintain payroll records and employee payroll information.
- Ensure compliance with federal and state payroll regulations.
- Prepare payroll tax reports and related filings.
- Coordinate payroll-related deductions, benefits, and garnishments.

General Accounting

- Prepare and post journal entries.
- Maintain and reconcile general ledger accounts.
- Assist with month-end and year-end closing processes.
- Prepare financial statements and management reports.
- Monitor budget activity and assist with budget preparation.
- Support annual audits and provide requested documentation.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP).

Compliance and Administrative Support

- Maintain accounting records in accordance with organizational policies and funding requirements.
- Assist with internal and external audits.
- Monitor and report financials for State and Federal requirements (FTA and TxDOT).
- Support implementation and maintenance of accounting controls.
- Provide financial information and reports to management as requested.
- Perform other accounting and administrative duties as assigned.

Other

- Assist CFO in any duties assigned- i.e. filing and data entry.
- Preparation of daily deposits
- Greyhound- make daily commission adjustments and reporting on the VPN computer and TDS Agency Manager. Process tickets and reports to submit to Greyhound.
- Backup for payroll.
- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTAD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

Education and Experience

Equivalence to a high school education.

- One-year computer experience required
- Must be able to type 40 words per minute.
- Must be familiar with the Windows environment.
- Accounting experience, preferably in governmental accounting.

Aptitudes Required This job requires the following levels of aptitudes:

Reasoning Development - must be able to apply with common sense understanding to carry out instructions furnished in written or oral diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Language - must be at a level that would normally read at a rate of 120 to 215 words per minute. Must be able to write compound and complex sentences using employing adjectives. Must be able to speak clearly and distinctly with appropriate pauses and emphasis.

Math Development - must be able to understand and do algebra and geometry.

Supervision Received

Supervision provided when necessary.

Work Environment

Works in normal office environment. Occasional need for exposure to fumes, chemicals, solvents, etc. Rare need to work outdoors, in confined spaces, or exposed to extreme temperatures.

Physical Requirements

- Have constant need (66% - 100% of time) for sitting, finger dexterity, and for typing or writing.
- Have occasional need (1% - 33% of time) for standing, walking, bending, stooping, squatting, grasping, gripping, or for driving or operating equipment.
- Have rare need (less than 1% of time) for climbing stairs, lying down, pushing/pulling, reaching above shoulders, or for climbing ladders.

Lifting/Carrying

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

Other

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

Optimum Qualifications

The successful candidate must meet the aptitude requirements listed in this description. Candidate should have at a minimum good English communication, organizational skills, and be able to provide exceptional customer service. Candidate must be able to read and write English. Candidate must be able to interact with customers, vendors, and staff in a courteous, pleasant, and helpful manner. Candidate must be able to deal with individuals from diverse backgrounds and individuals with special needs. The employee must work well with other employees and take directions from their immediate supervisor. The employee must be able to work in a fast-paced environment and must have the ability to exercise good judgement and stay calm in emergency situations. Candidate must be available at least one Saturday per year for training purposes.

I have read, understand and agree to perform the duties as outlined in this job description.

Employee's signature

Date

Supervisor's signature

Date

Updated August 2026



Brazos Transit District

Applicant Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Accountant for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Applicant Signature

Date



Brazos Transit District

Employee Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Accountant for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Employee Signature

Date