

Job Title: Accounting Manager**Job Status:** Full-Time**Department:** Accounting**Job Grade:** 610**Reports To:** Director of Financial Services**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 7/17/2026**Location:** Customer Solutions Center

Position Summary

The Accounting Manager oversees daily operations of the Accounting Department, including supervision of professional staff, management of general ledger activities, monthly and annual financial reporting, and coordination of the Annual Comprehensive Financial Report (ACFR). Responsibilities include resolving complex accounting issues; supporting month-end and year-end close; coordinating internal and external audit requests and implementing audit recommendations; reviewing grant-related financial reporting; and maintaining compliance with GAAP, GASB, Uniform Guidance, and NBU policies.

Essential Duties & Responsibilities

MANAGEMENT/SUPERVISION

- Assumes management responsibility for assigned services and activities of the Accounting Department but not limited to accounts payable, various general ledger and subsidiary ledger reconciliations, fixed asset, project and capital accounting functions; and financial reporting and annual audit functions.
- Communicates with internal and external customers and vendors to resolve financial escalations or other challenges.
- Supports process improvement through proactive analysis to optimize efficiencies
- Supervise, assign, review and evaluate staff performance.
- Establish performance expectations, providing coaching and development opportunities, and support-cross training and succession planning.
- Foster a collaborative, accountable, and customer-focused work environment.

ACCOUNTING & FINANCIAL REPORTING FUNCTIONS

- Reviews and analyzes financial information including financial statements and ratios, monthly revenue statistics, and capital expenditures.
- Prepares and presents monthly reports and presentations for the Board of Trustees.
- Prepares financial reports for other groups, including creditors, regulatory agencies and rating agencies
- Manages the annual financial statement audit and prepares the Annual Comprehensive Financial Report (ACFR), which includes Management Discussion & Analysis (MD&A), financial statements, footnote disclosures, supplementary schedules, and statistical information.
- Prepares the ACFR to a standard that obtains the Certificate of Achievement in Excellence in Financial Reporting from Government Finance Officers Association (GFOA).
- Prepares the Popular Annual Financial Report (PAFR) in the format and standards that obtains the award recognition from the GFOA.
- Manages month-end and year-end financial close processes including financial statement monthly reconciliations.
- Authorizes and approves journal entries into the general ledger.
- Establishes and ensures compliance with internal controls, policies, and procedures.
- Provides accounting guidance to other departments by researching and interpreting accounting policies.

- Provides critical input in the planning and implementation of a new Enterprise Resource Planning (ERP) system.
- Participates in analysis and testing of new and existing financial systems to increase efficiency, recommends system configuration changes, and ensures compliance with regulations, laws, and standard accounting principles.
- Analyzes and interprets financial information in order to make sound business recommendations and decisions.
- Researches and provides recommendations on accounting and regulatory issues including accounting treatment and required financial disclosures.
- Ensures that accounting activities are conducted and reported in accordance with GAAP, GASB and federal requirements.
- Researches and implements new accounting standards issued by the Governmental Accounting Standards Board (GASB).

OTHER DUTIES AND RESPONSIBILITIES

- Serve as a member of the Finance Leadership and NBU Leadership teams.
- Present on accounting related items to the Board of Trustees and the Audit Committee.
- Perform special projects, analyses, and related duties as assigned.

TRAITS AND CHARACTERISTICS COMPETENCIES

- Ability to prioritize and meet numerous deadlines
- Strong attention to detail and accuracy
- Demonstrates professionalism and integrity
- Possesses excellent analytical and strategic thinking skills
- Communicates effectively both written and verbally, including public speaking
- Adheres to strict confidentiality of information

GENERAL RESPONSIBILITIES

- Maintains regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adheres to NBU safety guidelines and practices
- Maintains a clean and safe work area
- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguards sensitive documents
- Develops & maintains effective customer service skills for communications with co-workers, customers and the public in general
- Adheres to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Culture, Team and Safety
- Participates in and supports initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Administration, or related field.

Work Experience Time Frame: Five Years or More

Other: CPA license is preferred

Field of Study: Accounting, Finance, Business

Certification and Licensures Requirements

CPA license if preferred.

Other Minimum Qualifications

- 5+ years of experience with analyzing and resolving complex accounting transactions and issues
- Governmental accounting principles and practices.
- GAAP, GASB, FERC (Federal Energy Regulatory Commission) reporting requirements.
- General ledger accounting and financial reporting.
- Grant accounting, Single Audit requirements, Uniform Guidance, TxGMS, and financial compliance requirements.
- Supervisory and leadership principles.
- Customer service and conflict resolution techniques.
- Microsoft Office Suite and ERP Systems.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☒	☐	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☐	☐	☒
Microsoft Word	☐	☐	☒	☐
Microsoft Publisher	☐	☒	☐	☐
Microsoft PowerPoint	☐	☐	☒	☐

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

Physical Demands

Standing: Frequently

- ☒ Making Presentations
- ☐ Observing Work Sites
- ☐ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☒ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

Lifting: Rarely

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Carrying: Rarely

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☒ For Files

Handling: Occasionally

- ☒ Paperwork
- ☐ Monies

Kneeling: Rarely

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☐ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Frequently

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Never

- ☐ Driving
- ☐ Operating Heavy Equipment

Other: Click or tap here to enter text.

- ☐ Dictaphone

Balancing: Rarely

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Occasionally

- ☒ From Computer to Telephone
- ☐ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☒	☐	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐	☐

Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☒	☐	☐	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐	☐
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☒	☐	☐	☐	☐	☐

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☒ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☐	☒	☐
Emergency Situations	☒	☐	☐	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☐	☒	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☒	☐	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date