



January 23, 2026

LNVA is accepting applications for the position described below.

LNVA IS AN EQUAL OPPORTUNITY EMPLOYER.

JOB TITLE: Senior Accountant

SUMMARY OF POSITION

Responsible for administration of Authority's accounting functions and monthly reporting and account analysis. Assist Chief Financial Officer with an array of complex accounting issues.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Financial Officer
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with other Authority employees, customers, visitors, and periodic contact with representatives of outside private businesses.

EXAMPLES OF WORK

Essential Duties:

1. Maintains punctual, regular attendance and work scheduled hours.
2. Support the CFO in all aspects to ensure continuity of the Authority's finance and accounting functions.
3. Assist CFO with preparation of financial statements and reports.
4. Assist with maintaining chart of accounts, analyze and reconcile general ledger account balances, maintain account workpapers where necessary, prepare journal entries, assist in maintaining fixed asset database, assist in preparing, overseeing and compiling budget workpapers, preparation of annual outside audit workpapers.
5. Payroll – serve as backup to the CFO in the review and verification of data entry, submission of direct deposit data to the bank, preparation and submission of retirement contribution reports, processing of all payroll forms and tax payments.
6. Oversees Accounts Payable Process – review A/P invoice timeliness, account coding, and supporting documents, review ACH vendor payments.
7. Purchasing - Open credit accounts with new vendors, prepare and maintain tax exempt certificates, oversee purchasing process and review documentation and approve purchase orders for purchases over \$10,000, process all purchase order change orders, review status of open purchase orders regularly, accurately manage records for the processing of 1099s.
8. Oversees Accounts Receivable Process – review A/R invoice coding, review A/R clerk's reconciliation of accounts receivable, revenue, and expense reimbursement between billing software and corresponding general ledger accounts in accounting software, maintain accurate record of customer contract data as it relates to billing to ensure the accuracy of billing and preparation of the revenue budget.
9. Cash Management –Transfer money between Authority bank and investment accounts as directed by the CFO.
10. Assist with the implementation of accounting software advancement.

Other Important Duties:

1. Maintain internal safeguards for revenue receipts, costs, budgets and actual expenditures.
2. Assist with the development, implementation, and maintenance of financial controls.
3. Implement consistent accounting policies, practices, and procedures, adhering applicable standards.
4. Assist the outside auditors in annual financial audit by providing various reports, spreadsheets, and analyses as needed.
5. Ongoing completion of continuing professional education to ensure the Authority's financial records are accurate and in compliance.
6. Perform other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: accounting and financial principles and practices.

Skill/Ability to: administer accounting and financial management systems, practices and policies; operate a computer using standard accounting and other software packages; understand and proficiently operate computer using all Microsoft Suite products; establish and maintain effective working relationships with internal and external individuals and entities; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in accounting or related field and at least four years of accounting or finance experience with a strong understanding of accounts payable processes; or three years of similar experience with a master's degree in accounting.

PREFERRED EXPERIENCE AND TRAINING

Certified Public Accountant or working toward certification is highly desirable; previous experience with ERP Pro and TruePoint software.

PAY GROUP: B3

FLSA: Exempt

Pay Range - \$88,400 - \$132,600

CLOSING DATE:

April 30, 2026 or until filled, whichever occurs first.

If interested, submit a completed application (resume and/or statement of qualifications can be attached) to:

Lower Neches Valley Authority
Attention: HR Director
7850 Eastex Freeway, Beaumont, Texas 77708