



Accountant

POSITION DESCRIPTION

Prepares, maintains, and posts complex financial data to general ledgers, special ledgers, and other fiscal records for the agency according to generally accepted accounting principles.

REPORTING RELATIONSHIP

Reports to Accounting Manager or Chief Financial Officer.

SUPERVISION EXERCISED

None.

STATUS AND DISTINGUISHING FEATURES

This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay. The Accountant classification is distinguished from the Accounting Assistant classification by the increased responsibility and knowledge required to analyze and process financial related data and perform full charge bookkeeping and accounting assignments.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

- Perform accounts payable, payroll, and related duties.
- Prepare invoices, revenue and budget reports, and quarterly taxes in accordance with established guidelines.
- Record cash receipts and prepare cash transmittals and deposits.
- Coordinate employee benefits, deductions and payments with payroll.
- Prepare invoices for annual and quarterly dues assessments.
- Financial reporting to granting agencies.
- Maintain records and collect data for annual audit.
- Prepare grant billings and other invoices.
- Provide contract administration services including contract development and solicitation.
- Assist in budget development.
- Respond to a variety of departmental and public requests for information from employees at all levels; provide requested information when authorized or refer to appropriate individual for response.
- Manage records, storage and retention schedules for Accounting.
- Perform other related duties as assigned, including administrative tasks such as word processing and filing.

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial record keeping, and basic accounting principles and procedures.
- Working knowledge of Microsoft Word and Excel.
- Experience using a computerized accounting system; experience in Microsoft Dynamics SL a plus.
- Ability to organize and prioritize work to meet deadlines and demands.
- Ability to analyze data and draw logical conclusions.
- Strong interpersonal skills and the ability to communicate effectively, both orally and in writing.

- Experience working as part of a team and with employees at all levels of an organization.
- Willingness to perform administrative tasks such as filing and word processing.
- Strong organizational and customer service skills.
- Experience with government audits, a plus.
- Ability to pass a credit check.

MINIMUM QUALIFICATIONS: EXPERIENCE AND TRAINING

- Associate's degree in accounting, finance or business and two years increasingly responsible experience; Bachelor's degree preferred.
- Or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability to perform the job.
- Public sector experience preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the telephone.
- Vision correctable to 20/40 is required to review written material.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting.