

JOB DESCRIPTION

JOB TITLE: Accountant

Report Identification Code: edaact

Job Purpose Statement: The job of "Accountant" is done for the purpose of maintaining payroll records necessary for providing timely and accurate payment of personnel; maintaining computer and information systems as it relates to the business office; ensuring accuracy of reports and compliance with federal and state laws, established policy as related to payroll; and conveying and updating fiscal information for reference, audit and compliance

Essential Job Functions:

- * **Develops/implements** reporting procedures and internal controls for the purpose of maintaining accurate records in compliance with established fiscal procedures.
- * **Informs** staff regarding procedures and program requirements for the purpose of providing information, making decisions, and taking appropriate action to comply with established fiscal guidelines.
- * **Instructs** other personnel for the purpose of providing information on current procedures.
- * **Maintains** necessary calendar and fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- * **Monitors** daily records of cash balance for the purpose of providing information to maintain adequate balances.
- * **Prepares** various reports/documentation for the purpose of providing guidance to administration, providing written support and/or conveying information.
- * **Processes** payroll information for the purpose of maintaining compliance with state and federal regulations and ensuring prompt and accurate payment of staff in accordance with policy guidelines.
- * **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items to complete jobs efficiently.
- * **Researches** discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to procedures.
- * **Serves** as data processor manager for the purpose of ensuring availability and functionality of hardware and software updates.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** meetings/trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility

* **Skills, Knowledge and/or Abilities Required:**

Skills to: use computers and accounting applications; plan and manage multiple projects, coordinate with staff as needed to ensure completion; establish and maintain accurate and detailed records; implement accounting practices and pertinent rules, regulations, codes and laws; use English in both written and verbal form to communicate effectively with staff and the public; prepare clear and accurate reports; and provide direction to others.

Knowledge of: accounting policies, practices and procedures; problem-solving methodology; and modern office methods.

Abilities to: work accurately with attention to detail and with minimal supervision; make and implement judgments based on common sense; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; work cooperatively with others; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; perform tasks in an environment with distractions and interruptions; maintain confidentiality of personnel and applicable records; and meet deadlines and schedules.

Significant physical abilities include sitting for prolonged periods, reaching/handling/fingering, talking/hearing conversations and other sounds, near visual acuity/visual accommodation.

* **Education Required:** High school diploma or equivalent with additional coursework and/or training in accounting principals and practices

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance