

Accountant

DEPARTMENT: Finance & Administration

SUPERVISOR: Accounting Manager

LAST REVISION DATE: 05/23/2017

FLSA STATUS: Non - Exempt

POSITION PURPOSE: Responsible for the day-to-day financial and accounting entries.

ESSENTIAL FUNCTIONS:

- Performs accounting activities, such as maintenance of the general ledger and preparation of various accounting entries and reconciliations.
- Uses reasoning and accounting experience to streamline procedures gain efficiencies and maximize productivity in the job.
- Analyzes, verifies, and posts transactions to journals, ledgers and other records.
- Analyzes, investigates, and corrects accounting entries as needed.
- Performs financial analysis and reconciliations.
- Processes revenue, A/R, and cash receipts: processes revenue transactions; records revenue transactions in the general ledger and subsidiary records; performs month-end revenue reconciliation procedures.
- Processes invoices for payment, accounts payable and cash disbursements: processes invoices, issues checks; record checks in general ledger and cash disbursements journal.
- Performs internal control audits.
- Completes transactions for monthly and annual financial processes.
- Completes special projects as directed.

Knowledge – Requires a Bachelor’s degree in Accounting or related degree with at least 3 years of accounting experience with a strong background in general ledger, A/R, A/P, financial reconciliation and analysis. Must be proficient with a variety of office software, including MS Office software, and general office equipment. Requires good interpersonal and communication skills. Experience in a non-profit accounting environment a plus.

Mental - Requires high degree of concentration & attention to detail to prepare & analyze financial data.

Physical - Requires walking/standing approximately 10% of time; sitting approximately 90% of time; lifting up to 25 lbs.

Environmental - Requires capability of performing essential job functions in an office environment with climate control and good lighting

Manual Dexterity - Requires ability to operate telephones, facsimile machines, computers and other general office equipment, to record written information and maintain files.

Audible - Requires the ability to verbally communicate with employees, high-level officials and technical professionals in person and via telephone.

Visual - Requires the ability to operate complex office equipment including computers and read written instructions and other documentation.

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.