Position Title: Associate Accountant

Contract Length: 12M

Date: 04/30/09

Date of Last Revision: 04/30/09

Job Code: FA0075

Pay Grade: 25

FLSA Exemption Status: NE

Job Family – Finance & Accounting

Job Summary
Under direct supervision, responsible for assisting in the day-to-day maintenance of a complete and accurate general ledger and in preparing basic financial reports.

Major Duties & Responsibilities

1. Assists with reconciling general ledger accounts, bank statements, and fixed assets.
2. Posts, reviews, and verifies the accuracy of journal entries. Analyzes general ledger accounts and records to ensure compliance with GAAP.
3. Prepares reports and financial statements.
4. Supports the accounting manager in completing travel requests, and general office requests. Reviews and transfers travel prepaid utilizing ERP software for all departments.
5. Performs other job-related duties as assigned.
**EDUCATION**
Bachelor's Degree

**WORK EXPERIENCE**
6 months to 1 year

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Microsoft Office
Office equipment (e.g., computer, copier)

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**IMPACT OF DECISIONS**
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**COMMUNICATION/INTERACTIONS**
Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Ability to carry and/or lift less than 15 pounds.