POSITION TITLE: Accountant

JOB CODE: FA0015

CONTRACT LENGTH: 12M

PAY GRADE: 27

JOB FAMILY: Finance & Accounting

POSITION SUMMARY

Under general supervision, responsible for moderately complex accounting activities relating to the maintenance of a complete and accurate general ledger. Manages reports and financial statements.

MAJOR DUTIES & RESPONSIBILITIES:

- Maintains and reconciles general ledger accounts, bank statements, and fixed assets.
- Prepares, posts, and verifies the accuracy of journal entries. Analyzes general ledger accounts and records entries in accordance with General Accepted Accounting Principles (GAAP).
- Prepares and files required reports to ensure compliance with tax, grant and audit requirements.
- Completes moderately complex accounting assignments and ensures that comprehensive accounting records are maintained in an organized manner.
- Prepares monthly reports reflecting spending versus budget. Prepares analysis schedules and cash flow projections. Assists with year-end and monthly reporting functions.
- Performs other job-related duties as assigned.

Education:

Bachelor's Degree

WORK EXPERIENCE:

1 to 3 years

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 involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

BUDGET AUTHORITY:

Analyzes and interprets data and figures

PROBLEM SOLVING:
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS:**

Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**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:**

Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

**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.