

Position Title: Accountant

Code:

Department: Business Services

Group: NISUP, ESPA eligible zone 16

Reports to: Accounting Supervisor

Date:

PURPOSE OF POSITION:

Serves as a member of the Fiscal and Administrative Team (FAST) and assists FAST representatives (reps) with fiscal and clerical duties, including accounting functions, grants management, budget preparation, financial reporting, account reconciliation, journal entry preparation, file cleanup, and general ledger maintenance.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Performs bookkeeping, accounting, and clerical functions including budget preparation, financial reporting, account reconciliation and analysis, monthly close processes, general ledger maintenance, and initiating invoicing and journal entries.
 2. Supports FAST representatives with budget development, financial reporting and other accounting needs.
 3. Studies fiscal and program compliance requirements of assigned programs to gain capacity for contributing to the monitoring of assigned programs.
 4. Assists FAST reps and senior accountants with preparation of Strategic Business Unit (SBU) quarterly reviews.
 5. Assist with reporting and year-end closeouts for assigned programs.
 6. Responsible for the timely completion of project assignments, including account reconciliations, account analysis, PowerPoint presentations, and historical and trend analysis utilizing charts and graphs.
 7. Assists with FAST team and Business Department processes as assigned.
 8. Assists Business Department personnel in preparing for all types of audits.
 9. Responsible for the timely completion of fiscal and clerical tasks including data entry, checking and footing financial documents, letter writing, note taking, sorting, filing, copying, scanning, and other duties as assigned.
 10. Maintains accurate and complete program information in the accounting software systems and program files.

This is not a complete itemization of all facets of this position.

Page 1 of 2

11. Accepts Team and Project assignments as defined by the Department Director and Program Director based on needs of the Department. Roles and responsibilities of Team members are subject to change based on needs of Business Department and Programs supported.
12. Adheres to the established work schedule through regular and consistent attendance, and recognizes the need and expectation to attend onsite meetings and activities as scheduled throughout the year.
13. Contributes to the effective team management of all problems, issues and opportunities through regular attendance at team meetings, sharing with team members, and taking the initiative for new and expanded opportunities.
14. Perform other duties as assigned.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: Bachelor's degree in Accounting or equivalent accounting credits or BS degree in a Business-related field with 3 years of progressive accounting experience.

Skills:

- Knowledge of accounting principles and practices
- Intermediate skills using MS Excel, MS Word
- Comfortable with accounting software and related technology
- Proficient skills using MS Power Point and MS Access database software
- Accurate and efficient data entry
- Attention to detail
- Self-directed
- Good written and verbal communication skills
- Tact and diplomacy
- Ability to handle confidential data

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 90%
Walk/stand: 10%

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal office environment

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

*This is not a complete itemization of all facets of this position.
Page 2 of 2*

Print Name

Signature

Date

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Page 3 of 2