

ACCOUNTANT

JOB SUMMARY

Under general supervision, performs professional accounting functions involving the preparation and reconciliation of payroll, purchasing, accounts payable and receivable, and accounting records; prepares accounting schedules and worksheets related to special projects and audits; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Processes invoices for payment; inputs data on accounts payable, accounts receivable and payroll in computerized environment.
- Prepares and maintains complex accounting clerical records such as accounts payable, accounts receivable, general accounting and payroll.
- Verifies, reconciles, and inputs employee payroll records and prepares direct deposits; updates personnel status information and contribution rates; prepares and transmits various electronic files, tax forms and payroll records.
- Audits and reconciles daily cash report and journal entries, including cash receipts and disbursements.
- Determines if funds are available and expenditures properly classified; provides analysis of available funds at management request.
- Researches and analyzes transactions to resolve budget problems.
- Assists with preparation of annual budgets.
- Prepares and processes journal vouchers and month-end journal reports.
- Reviews and reconciles monthly bank statements.
- Analyzes invoices and purchase orders for authorized expenses and correct accounting codes.
- Analyzes accounting statements to compare actual and planned revenues; expenditures and sources of variance.
- Allocates interest payments.
- Accrues expenses to balance year-end expenditures.
- Develops and improves internal control policies and procedures with approval from management.
- Creates reports for State, Federal, and grants report filing purposes.
- Develops customized reports and spreadsheets. Provides detailed information to various departments and requesting agencies as needed.
- Participates in the preparation of annual financial reports and assists auditors in the preparation of annual audit reports.
- Ensures compliance with Internal Revenue Service (IRS), Franchise Tax Board (FTB) and Board of Equalization requirements pertaining to vendor-related records; creates income reports for Federal and State filings.
- May provide work direction to accounting and administrative support staff to complete specific accounting projects and records.

- Provides guidance to administrative staff from various departments regarding accounting related procedures.
- May assist in conducting management, process and organizational studies including workflow analysis, revenue and expense forecasting, process re-engineering, and long range planning.
- May assist in conducting research and performing internal management audit reviews as directed by the Executive Director.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university, preferably with concentration in accounting and/or finance.

EXPERIENCE:

- Two years of accounting experience in a professional or governmental agency is required. Experience involving the preparation of financial reporting statements, performing general accounting analysis and the completion of related accounting tasks, and working with computerized financial management systems is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Generally accepted accounting principles (GAAP)
- Government Accounting Standards Board (GASB) guidelines and fund accounting
- Payroll, accounts payable, accounts receivable, purchasing, and cash management reporting practices.
- Federal and State payroll tax codes and filing requirements.
- Internal auditing methods and techniques.
- Local government accounting practices.
- Bank statement reconciliation procedures.
- Applicable Federal, State, and local laws and regulations.
- Computerized financial systems.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Plan, organize, and execute all accounting, budgeting, and financial reporting functions.
- Process payroll, accounts receivable, and accounts payable invoices and checks.

- Prepare quarterly reports for Internal Revenue Service and Employment Development Department and year-end payroll reports including W2's and 1094C and 1095C reporting for the Affordable Care Act.
- Prepare clear and concise reports for the Executive Director, Executive Committee, and Board of Directors.
- Communicate clearly and effectively both orally and in writing
- Demonstrate proficiency in computer-based financial management and system.
- Operate a variety of office equipment.
- Maintain an effective working relationship with Authority staff and auditors.
- Provide excellent customer service to Authority members, clients, and constituents.
- Perform complex financial, statistical analysis using Excel and similar functions with computerized financial management systems.