



## ACCOUNTANT-FINANCE

**Department:** Administration

**FLSA:** Exempt

**Reports to:** Finance Director

### **GENERAL DESCRIPTION**

Under direction, is responsible for a variety of accounting tasks requiring advanced paraprofessional knowledge of accounting principles and practices. Work involves preparation of journal entries and periodic reconciliations, budgetary accounting, cash management, reconciling bank statements, assisting with year-end audit procedures, fixed assets accounting, compiling and generating a wide variety of financial reports, and performing related fiscal duties. Work includes providing technical guidance and training to other staff, generating a variety of records and reports, other accounting duties, and generating spread sheets and graphics on fiscal matters. Work is performed under regular supervision and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

### **ESSENTIAL JOB FUNCTIONS**

Posts daily transactions, journal entries, amendments, deposits, disbursements, and other documents to the general ledger; reconciles monthly bank statements and general ledger; performs transfers, wires, and other on-line banking procedures.

Posts daily cash reconciliation; monitors on-line bank accounts and analyzes cash flow and line items; transfers funds to various accounts as needed; sends check files to on-line bank accounts; balances deposits against various records.

Compiles and prepares a wide variety of monthly, quarterly, and annual records and reports; makes electronic payments; ensures any qualifying accounts are properly reported to NCDOR following their protocol for Escheat reporting.

Performs grant accounting; ensures reimbursement requests and reports are processed accurately following time requirements.

Performs fixed assets accounting; established and maintains accurate data base of assets including new and disposed assets.

Assists with various posting, printing, and calculating of accounts for monthly, quarterly and year end closing, budget figures, and budget amendments.

Generates a variety of spreadsheets and graphics depicting financial conditions and status, including cash flow analysis and analysis of expenditures and revenues.

Provides financial analysis, problem-solving, and other support to various departmental inquiries and other financial staff; creates a variety of spreadsheets for analysis and record keeping.

Assists with annual budget development and audit including research, compiling information, etc.; posts auditor's adjusting and reversing entries.

Manages procurement process, prepares RFP's, RFQ's and other bid related documents, monitor contracts for compliance and assist department managers as needed.

Provide responsible staff assistance to management staff; perform special department projects as assigned.

Assists with heavy workloads and fills in for other absent staff members.

Perform related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Operations, services and activities of a general accounting program. Principles and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures. Principles and practices of governmental accounting. Computerized accounting and financial systems. Methods and techniques of analyzing general ledgers and preparing journal entries. Generally Accepted Accounting Principles. Principles of municipal budget preparation and control. Methods and techniques of preparing financial reports and statements. Principles and practices of financial record keeping and reporting. Principles of business letter writing and report preparation. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Pertinent federal, state and local codes, laws and regulations. Ability to set effective work priorities and meet established deadlines. Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy levels.

**PHYSICAL REQUIREMENTS**

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Must possess the visual acuity to prepare data and statistics, work with accounting processes, and do extensive reading.

**EDUCATION AND EXPERIENCE**

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field. Four years increasingly responsible experience performing journey to complex accounting and finance work, preferably in a municipal setting; or an equivalent combination of education and experience.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_