



<b>DATE</b>	August 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Accountant  
 DEPARTMENT/DIVISION: Finance  
 REPORTS TO: Controller

**SUMMARY:** Responsible for performing professional accounting work such as reconciling the general ledger, processing internal allocations, preparing financial reports, and assisting with the annual audit. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Performs a variety of reconciliations and prepares related reports on applicable financially related activities, which includes: cash, investments, accounts payables, payroll, payroll liabilities, utility billings, health claims, property taxes, returned checks, bond escrows and refunds, and/or other applicable areas.
- Prepares journal entries, which includes: calculating interest receipts and determining appropriate net income to be allocated; calculating revenue and expenditure utility accounts; implementing sanitation adjustments; calculating health claims and re-classing claims to respective health plans; calculating monthly tax collections and adjusting current tax levy account; and/or, performing other related activities.
- Performs accounts receivable activities, which includes: downloading and reviewing daily utility payments; uploading and posting receivable payments to automated financial system; posting tax collections; submitting cash book entries for miscellaneous payments; verifying daily bank statement; and/or, performing other related activities.
- Performs accounts payable activities, which includes: transmitting accounts payable files to activate checks cut through applicable financial institution; reviewing and posting health insurance disbursements to the automated financial system; calculating and preparing vendor payments; submitting manual and voided checks; copying and filing cleared checks; and/or, performing other related activities.
- Performs payroll related activities, which includes: transmitting positive pay files to activate payroll checks through applicable financial institution; transmitting contribution/loan payment detail reports to applicable retirement plan vendors; performing payroll allocation closings; verifying returned direct deposits; and/or, performing other related activities.
- Participates in preparing annual work papers, which includes: year-to-date interest income schedules, allowance for doubtful accounts schedule, tax receivables, tax levy calculations and adjustments, revenue distributions, bad debts and reserves, receivable calculations, utility year-end schedules and journal entries, unclaimed fund processing, and/or other applicable items.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- May have lead responsibility over accounting support staff.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Knowledge of applicable federal, state, and local laws, rules, and regulations;
- Knowledge of governmental accounting principles and practices;
- Knowledge of automated financial management software packages;
- Skilled in reconciling cash and other related accounts;
- Skilled in preparing journal entries;
- Skilled in entering information into databases and/or spreadsheets;
- Skilled in performing mathematical calculations;
- Skilled in recording, analyzing, verifying, reconciling, and reporting accounting transactions;
- Skilled in preparing clear and concise accounting statements and reports;
- Skilled in maintaining records;
- Skilled in researching discrepancies;
- Skilled in applying accounting procedures and principles;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Finance, or a related field.
- One year of professional accounting experience.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.