

ACCOUNTANT

JOB SUMMARY: Applies professional accounting principles, methods and procedures to the maintenance of accounting records in a public fund accounting based financial system.

MAJOR DUTIES

Prepares, maintains and distributes financial statements and reports, including monthly balance sheets and P&L statements; grant reports; and federal and state mandated financial reports.

Conducts monthly reconciliations of bank accounts. Maintains deposit and donation logs.

Categorizes and reconciles revenues and expenditures to proper accounts within the public fund accounting-based financial system. Identifies expenditures which require reclassification and prepares journal entries.

Performs analysis of funds by reviewing general and subsidiary ledgers and other accounting records. Makes adjustments and corrects errors and/or contacts key staff regarding necessary changes.

MINIMUM QUALIFICATIONS

Knowledge of

Principles, methods and procedures of accounting.

Basic principles of financial recordkeeping in a public fund accounting financial system.

Computer word processing and spreadsheet applications.

Ability to:

Analyze data and prepare financial statements and reports.

Prepare and maintain fiscal records and accounts.

Understand and apply public/governmental fund-based accounting practices and procedures, including Generally Accepted Accounting Principles (GAAP), and interpret financial provisions of federal, state and local laws regulations.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Accounting or Business Administration with emphasis in accounting.

Three years of recent, paid work experience in performing accounting duties in either a public or governmental fund accounting system .