



## Accountant

**Reports to: Controller**

**Pay Grade: 8**

**Effective Date: June 2018**

**FLSA Designation: Exempt**

### General Position Description

The Accountant is responsible for accounting and general financial operations duties working under the direction of the Controller. Duties include but are not limited to cash management and disbursement, accounts receivable and payable, payroll, budget preparation assistance, assistance with preparation of financial statements verification and reconciliation, research, audit, and maintenance of accounting records. Work includes the review of contract provisions for compliance and timely noticing, billings, and collections/disbursements of payments. Some work is confidential in nature and is often time sensitive. The majority of work is performed in an office environment.

### Essential Functions/Major Responsibilities: (Illustrative only.)

- Performs accounts payable verification, processing, coding, maintenance and balancing
- Creates, monitors and closes purchase orders
- Performs accounts receivable processing, coding, maintenance and balancing
- Performs the payroll process with all associate disbursements, benefit payments & tax filings
- Ensures the timely and accurate posting, balancing and reconciliation of the general ledger
- Assists in reviewing existing and new contracts for deliverables, schedules and financial provisions
- Tracks contract payment processing, maintenance, and balancing
- Maintains accounting for fixed assets and inventory records
- Assists Controller with preparation of the annual financial audit
- Prepares support documents and schedules for financial statements
- Assists in the development of the Agency budget
- Assists with compliance issues related to a variety of contracts for services and development agreements
- Reviews parking operator revenues, expenses and reporting
- Performs electronic banking, wire transfers, and ACH payments
- Assists with accounting research and internal audit activities
- Performs any combination of calculating, posting, and verifying to obtain financial data for use in maintaining accounting record
- Prepares schedules and reports to meet financial reporting requirements
- Executes policies and procedures pertaining to financial accounting
- Assists with condominium association administration duties such as calendaring, tax filing, minutes, meetings, budgets, billings and compliance

### Secondary Functions

- Other, related duties as assigned.

### Essential Knowledge and Skills

**Knowledge of:**

- Accounting practices, particularly governmental & GAAP accounting
- Budgets and the accounting for revenues and expenditures of government activities
- Bank and financial statements
- Internal control principles
- Financial analysis
- Audit activities and principles
- Governmental contracting principles
- General financial operations
- Computer programs such as Microsoft Office, Excel, Caselle or other advanced accounting software
- General office procedures and equipment such as copier, computer, printers, telephone, scanner, e-mail and various forms of document transfer

**Ability and Skill in:**

- Comprehending, interpreting, and applying current accounting procedures in the maintenance of accounting records
- Preparing accurate complete and timely financial reports and related documentation
- Performing detailed accounting reconciliation work and financial analysis
- Excellent verbal and written English language skills including proficient grammar, syntax, usage, spelling, punctuation and pronunciation
- Communicating effectively and establishing working relationships with CCDC staff, commissioners, other government agencies, consultants, contractors and developers
- Interacting with the general public in a professional, courteous, and customer-service oriented manner
- Comprehending and following verbal and written instructions in technical and non-technical language
- Writing and processing legible documents
- Keeping organized records
- Managing a variety of competing tasks and priorities and meeting deadlines
- Taking initiative, overcoming obstacles and maintaining momentum on assignments
- Performing effectively in a complex political environment
- Anticipating questions, issues and concerns and acting as an effective troubleshooter
- Remaining poised in dealing with people in difficult situations; exercising tact and diplomacy
- Explaining complex issues and projects to the general public in an understandable way
- Computer skills: word processing, spreadsheets, presentations, graphics and publication
- Maintaining confidentiality of all matters
- Preparing and applying records retention policies and processes

**Minimum Qualifications**

- Bachelor's degree in Accounting or Business with accounting or finance emphasis from an accredited university; and
- Three (3) years or more of experience in general accounting, public accounting, construction accounting, or government accounting; and
- CPA preferred; or
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.