

JOB DESCRIPTION

JOB TITLE: Accountant		FLSA STATUS: Non-Exempt
SUPERVISOR: Accounting Manager	PAY GRADE: 06	SUPERVISOR RESPONSIBILITIES: Yes

ESSENTIAL DUTIES:

1. Assists, prepares, examines, and analyzes accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards; ensures deadlines are met.
2. Recommends accounting control changes; reviews and recommends fiscal policies and procedures.
3. Identifies and complies with contractual financial terms and conditions for assigned activities including preparing related financial requirements.
4. Assists by researching and interpreting accounting policies and regulations to answer accounting questions
5. Complies with federal, state, and local financial laws and regulations by studying existing and new laws and regulations, enforcing adherence to requirements, and advising management on needed actions.
6. Assists with reconciling financial discrepancies and irregularities by collecting and analyzing financial data.
7. Assists, develops, maintains, and analyzes budgets; prepares reports that compare budget costs to actual costs.
8. Prepares organization's payroll; maintains employee payroll information.
9. Prepares Cost Pool allocations and journal entries.
10. Prepares and enters accounts receivables and cash receipts.
11. Prepares financial reports and regular and special financial statements.
12. Assists with financial monitorings and audits.
13. Prepares federal, state, and local tax reports.
14. Maintains professional and technical knowledge by attending trainings, reading professional publications, and dialoguing with peers; travel required.
15. Supervises staff; completes and documents personnel actions.
16. Identifies risks; recommends solutions; assists with mitigation.
17. Performs the duties of the Accounting Manager in their absence.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills.

Education and/or Experience: Bachelor's degree in Accounting or Business and two years accounting experience; or an Associate's Degree in Accounting or Business and four years accounting experience; or equivalent combination of education and experience. Non-profit accounting experience preferred.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, Internet Explorer; and Accounting Software. Abila Fund Accounting (formerly Sage MIP) and Peachtree Software experience is preferred.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and

arms, climb or balance, stoop, kneel, crouch, crawl, and smell.

- The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date