

# JOB DESCRIPTION

<b>JOB TITLE:</b> Assistant Accountant		<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISOR:</b> Controller	<b>PAY GRADE:</b> 05	<b>SUPERVISOR RESPONSIBILITIES:</b> No

## **ESSENTIAL DUTIES:**

1. Maintains understanding of and compliance with fiscal policies and procedures and applicable federal, state, and local accounting standards.
2. Accurately and consistently applies accounting standards, regulations, controls, and procedures.
3. Reviews, identifies, and creates tracking requirements for contractual financial terms and conditions.
4. Prepares financial statements, reports, and similar documents.
5. Reviews and recommends changes to accounting internal control and fiscal policies and procedures.
6. Assists with reconciling financial discrepancies and irregularities.
7. Assists with the development of budgets; monthly analyzes budgets and identifies variances.
8. Prepares payroll and related federal, state, and local tax documents.
9. Completes accounts payable tasks including assembling invoices for payment, generating and distributing checks, and filing documents.
10. Prepares and processes supply orders.
11. Performs bank reconciliation tasks including balancing to the general ledger cash accounts.
12. Processes shared costs.
13. Assists with financial monitorings and audits.
14. Assists with inventory management including tracking, reconciliation, and preparing and issuing property tags and reports.
15. Prepares and maintains tracking reports including Certificates of Liability Insurance and Lease, Maintenance, Service, and Warranty Agreements.
16. Maintains professional and technical knowledge by attending trainings, reading professional publications, and dialoguing with peers; travel required.
17. Submits risk management input; recommends solutions; assists with mitigating risks.
18. Performs the duties of the Accountant in their absence.

## **QUALIFICATIONS:**

**Special Licenses, 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 preferably one year accounting experience; or equivalent combination of education and experience.

**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) experience 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 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, acceptable credit report, 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.

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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.

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Employee Signature

\_\_\_\_\_  
Date

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Immediate Supervisor Signature

\_\_\_\_\_  
Date