



## Job Description

**Job Title:** Accountant

**Department/Division:** Finance

**Reports To:** Chief Financial Officer

**Job Summary:** The Accountant is responsible for performing complex activities associated with maintaining ledger accounts and for developing financial statements and reports. Duties may include: ensuring the integrity of accounting information by recording; verifying, consolidating, and entering transactions; preparing financial reports; reviewing data from the general ledger, department reports and various systems to ensure accuracy; reviewing entries for reporting system; gathering and reviewing financial data for financial reports; preparing and reviewing account reconciliations; performing a variety of analyses or projects relating to financial accounting procedures, methods or systems.

### **Responsibilities:**

- Compile and analyze financial information to prepare financial statements including monthly reconciliations of accounts and review general ledger detail
- Work with Chief Financial Officer and Stakeholders in preparation of annual budget
- Ensure financial records are maintained in compliance with generally accepted accounting principles and reporting deadlines met.
- Make recommendations based on analysis and status of assets, liabilities, revenues and expenditures
- Ensure compliance with relevant laws and regulations and integrity of financial data
- Protect the company's value by keeping information confidential
- 1099 maintenance and reporting
- Maintain files and documentation thoroughly and accurately, in accordance with company policy
- Operate office equipment including personal computer, copiers, fax machines and 10-key calculator
- Organize and maintain retention files for required period of time
- Track and submit job training expense for state funds reimbursement
- Perform additional tasks as needed and/or requested

### **Desired Qualifications/Skills:**

- Bachelor's degree in accounting
- 6+ years of demonstrated experience in an accounting related role
- Knowledge of applicable laws, codes and regulations
- Highly detail-oriented and organized with emphasis on accuracy and timeliness
- Ability to meet a constant stream of deadlines
- Proven ability to work both independently and collaboratively with different levels of employees
- Superior reporting, analytical and problem-solving skills
- Familiarity with accounting software and programs, Sage 50 experience preferred
- Strong verbal and written communication
- Professional attitude, reliable, energetic, self-starter, and strong work ethics