



**An Equal Opportunity Employer**

**POSITION:** Accountant

**REPORTS TO:** Fiscal Director

**SALARY:** As per agency salary schedule      **FLSA:** Non-Exempt

**JOB SUMMARY:** The person in this position is responsible for computation of monthly payroll and all related reporting requirements. The preparation and timely mailing of varied reports, as well as providing assistance to the Fiscal Department where needed.

**ESSENTIAL DUTIES:**

1. Oversee of monthly/quarterly payroll and related reports.
2. Oversee payroll information into payroll software.
3. Reconcile and prepare reports on a monthly basis for various funding sources.
4. Oversee Maintain Insurance Log from payroll to accounting side, allowing for part-time employee deduction for summer months.
5. Order funds from DPM.
6. Enroll employees into agency cafeteria, Aflac, Health, Dental and Live on an annual basis.
7. Prepare accounts payable
8. Prepare journal vouchers when needed.
9. Prepare monthly agency vehicle usage journal voucher.
10. Year-end close out procedures for payroll and the creation, distribution, and filing of W2's.
11. Work with various program and agency auditors.
12. Work with various program and agency auditors.
13. Attend trainings and meetings as required.
14. Handle correspondence with insurance carrier, IPERS, and other employee benefit vendors.
15. Oversee the enrollment of staff into benefits
16. Maintain employee leave and attendance and make sure they have been applied correctly.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Assist the Fiscal Director when needed.
2. Assist with audit preparations
3. Other duties as assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:**

1. Minimum Bachelor's Degree in Accounting
2. Able to understand and comprehend the balance sheet and income statements
3. Strong computer knowledge; emphasis on Windows, Excel spreadsheets and computer accounting and payroll software.
4. Written and verbal communication skills with the ability to draft forms and letters with minimal supervision.
5. Telephone skills as needed for fiscal inquires and information.
6. Ability to handle more than one situation at a time
7. Professional office skills with organizational competency, and ability to make independent decisions and meet required deadlines.
8. Competency on 10-key calculator.
9. Ability to perform medium heavy physical work, exerting up to 50 pounds of force on occasion, up to 20-30 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, including some duties requiring repetitive motion for limited amounts of time.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and "other" duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

*My signature below indicates that I have received and reviewed the duties listed on my job description. I also understand that I should contact my supervisor if I have any questions or concerns regarding this job description.*

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Signature

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Date

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Print Name