



Job Description – Accountant

Position Title	Accountant
Department	Accounting
Reports To	President

Purpose of the Position:

To oversee and execute the accounting functions of the company.

Duties and Responsibilities

- Manage and oversee the daily operations of the accounting department including:
 - month and end-year process
 - accounts payable/receivable
 - cash receipts
 - general ledger
 - payroll and utilities
 - treasury, budgeting
 - cash forecasting
 - revenue and expenditure variance analysis
 - capital assets reconciliations
 - trust account statement reconciliations,
 - check runs
 - fixed asset activity
 - debt activity
- Monitor and analyze accounting data and produce financial reports or statements
- Coordinate and complete annual audits
- Provide recommendations
- Improve systems and procedures and initiate corrective actions
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions

Qualifications

- Proven working experience as Accounting Manager, Accounting Supervisor or Finance Manager
- Advanced computer skills on MS Office, accounting software and databases
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Ability to direct and supervise
- BS degree in Accounting or Finance
- Minimum limited working proficiency in English (ability to read, write, and understand basic conversation)

Physical Requirements

- Lifting up to 25 pounds – must be able to occasionally lift and/or move up to 25 pounds.
- Physical Sight – Able to read and analyze data in hard copy and on a computer screen.



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- Verbal & Written Communication – Able to communicate verbally and in writing to individuals and groups.
- Telephone Communications – Able to communicate verbally using a telephone.
- Multitasking – Able to manage multiple work projects simultaneously

Working Conditions

Temperature controlled facility, office setting

Personal Protective Equipment Required

Safety glasses at all times, safety gloves, non-slip work shoes, ear plugs as necessary

Direct Reports

No direct reports