ACCOUNTANT

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| --- | --- | --- | --- | --- | --- |
| Department | Reports To | FLSA Status | Prepared By | Approved By | Last Modified |
| Office and Admin | N/A | N/A | HR | N/A | 2020-01-08 |

**Job Summary**

* Reviews, prepares, reconciles and analyzes accounting records and financial reports

**General Accountabilities**

* Monitors, reviews and verifies accounting records and transactions for accuracy, timeliness and adequacy of supporting documentation
* Ensures compliance with internal policies, agency rules and regulations, and generally accepted accounting principles
* Reviews and analyzes reports for accuracy prior to distribution
* Clarifies or researches issues as necessary
* Provides input for the development of accounting applications, reports, forms, records and documented procedures
* Assists in development of financial projections and forecasts

**Job Qualifications**

* **Education:** Bachelor's degree in accounting, business, or a related field
* **Experience:** Completion of Certified Public Accountant (CPA) license with 2-5 years of related experience

**Skills**

* Excellent verbal and written communication
* Active listening
* Mathematics
* Critical thinking
* Judgment and decision making
* Time management
* Monitoring
* Coordination