



JOB DESCRIPTION

Position Title: Accountant I & II

FLSA Classification: Exempt

Pay Grade: 13

Reports to: Accounting Manager

Department / Service Area: Financial Services / Accounting

PRIMARY PURPOSE

Performs timely and accurate accounting services by verifying, auditing and documenting financial transactions which include account reconciliations, researching and analyzing accounting data and preparing financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regular and consistent attendance is an essential function of this position.

1. Reviews and analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department and other regulations.
2. Reconciles general ledger and bank accounts. Analyzes and summarizes account information and audits for discrepancies.
3. Ensures accounting records are accurate and tracks activity consistent with budget goals.
4. Responsible for month-end and year-end closing activities.
5. Documents In-Kind contributions.
6. Responsible for daily cash management which includes maintaining cash flow and cash deposits through appropriate draws or transfers.
7. Responsible for fixed assets and depreciation recording.
8. Researches and interprets accounting policy regulations and procedures.
9. Assists with the annual audit.

OTHER DUTIES AND RESPONSIBILITIES

May perform other duties as assigned.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Possesses analytical skills, detail oriented with high level of attention to accuracy.
2. Ability to compile, organize, interpret, and communicate accounting data and results concisely.
3. Possesses knowledge and experience working with accounting methods and practices (Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB)), preferably in a non-profit organization.
4. Possesses knowledge and experience of the accounting cycle including general ledger, accounts payable, accounts receivable, and payroll functions.
5. Ability to multitask and organize tasks with efficiency of effort to meet deadlines.
6. Possesses proficient working knowledge and ability to operate computers with applicable software (Windows and Microsoft Office Suite) including ability to use computerized accounting systems.
7. Ability to operate with limited direction given, operating from established directions and instructions.

REQUIRED EDUCATION AND EXPERIENCE

- **Level I:** Associate's degree in accounting, finance or related field with 3 years of accounting experience.
- **Level II:** Bachelor's degree in accounting, finance with a minimum of 5 years of accounting experience.
- Certified public accounting experience preferred.

OTHER JOB REQUIREMENTS

- Enrollment in Oregon Central Background Registry.
- Completion of a health examination and TB screening.
- This position may require driving a personal vehicle, must possess current driver's license, and auto insurance coverage.

JOB CONDITIONS

This position operates in an office environment. There may be frequent interruptions, evening or weekend work, and working additional hours during peak periods.

PHYSICAL DEMANDS

In the normal work day, there may be continuous sitting with occasional standing and walking. Work may include occasional lifting and carrying up to 10 lbs. For a detailed physical job description, please contact Human Resources.

TRAVEL

Travel is infrequent.

NOTE: This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature_____

Date_____