

Job Description

Position Summary: Processes, reconciles, monitors and reports accounting activity for financial services, auxiliary, or administrative accounting unit.

Job Duties & Responsibilities (May perform any or all of the following duties)

- x Maintains accounts, ledgers, journals, files, and requisitions, reports and other documentation for departmental or company accounts.
- x Prepares and submits accounting documents for processing.
- x Determines appropriate fund allocations and secures proper approvals.
- x Reviews and enters data from various source documents into accounting systems.
- x Ensures compliance with internal policies and external regulations and restrictions.
- x Records, balances and codes ledger balances documents and follows-up to clear or adjust.
 - x Performs one or more specialized accounting duties including, but not limited to, receivables, collecting past-due accounts, routing cash or negotiable inventory procedures.
 - x Records and reconciles income and expenses.
 - x Monitors actual performance to budget and prepares reports.
 - x Approves and processes budget amendments, accounts, expense entries and reports.
 - x Confers with staff, researchers or external contacts to provide information relating to financial transactions.
 - x Performs other related duties as assigned or requested.

Requirements:

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- x High School Diploma or equivalent.
 - x Bachelor's Degree in Accounting or other related business field or currently enrolled and pursuing degree.
 - x Zero to one year experience in public accounting. Knowledge of generally accepted accounting principles.

Preferred Qualifications/Competencies:

- x Problem Solving – Identifies and resolves problems in a timely manner; Develops alternative solutions.
- x Oral Communication – Speaks clearly and persuasively; Listens and gets clarification when necessary.
- x Written Communication – Writes clearly and concisely; effectively presents numerical data.
- x Teamwork – Balances team and individual responsibilities.
- x Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Working Conditions:

- x Frequent same day travel for work at other offices, meetings, and seminars using personal vehicle.
- x Occasional overtime work required throughout the year.