Title Accountant
Department Accounting
Reports to Director of Finance

Job Summary

Ensure that company complies with generally accepted accounting principles

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.

Summary of primary job functions

- Assist in preparing profit and loss statements and monthly closing and cost reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Monitor and review accounting and related systems reports for accuracy and completeness.
- Approve accounts payable transaction packets for approval for payment.
- Prepare cash deposits.
- Enter fixed asset purchases into accounting software
- Provide back-up for hourly payroll
- Input financial data and reports for the company’s automated financial systems.

Summary of additional job functions

- Analyze revenue backlog while working with contract manager and director of finance.
- Interact with external auditors in completing audits.
- All other duties as assigned by your supervisor
Minimum requirements

Bachelor’s degree in accounting, zero to five years of accounting experience. Knowledge of finance, accounting, budgeting and cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements, and projections.

Working Conditions

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

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