

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)

- Maintains accounts, ledgers, journals, files, blanket requisitions, reports and other documentation for departmental or company accounts.
- Prepares and submits accounting documents for processing.
- Determines appropriate fund allocations and secures proper approvals.
- Reviews and enters data from various source documents into accounting systems.
- Ensures compliance with internal policies and external regulations and restrictions.
- Records, balances and reconciles account activity.
- Identifies potential problems and researches to provide background or comments.
- Verifies accuracy of reports prior to production and distribution.
- Maintains documentation for audit purposes.
- Researches documents and follows-up to clear or adjust.
- Performs one or more specialized accounting duties including, but not limited to monitoring receivables, collecting past-due accounts, controlling cash or negotiable items and related inventory procedures.
- Records and reconciles income and expenses.
- Monitors actual performance to budget and prepares reports.
- Approves and processes budget amendments, account charges, expense transfers and closing entries and reports.
- Confers with staff, researchers or external contacts to provide information and resolve problems relating to financial transactions.
- Performs other related duties as assigned or requested.

Requirements:

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

Preferred Qualifications/Competencies:

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

Working Conditions:

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