

TITLE

Accountant

QUALIFICATIONS

- College accounting coursework in Basic Accounting;
- At least (2) two years of accounting clerical experience;
- Ability to organize and prioritize workload; ability to meet deadlines; and
- Ability to use office equipment such as computer terminal, calculator, copier and fax machine.

JOB GOAL

Under general supervision, performs moderately difficult accounting transactions.

ESSENTIAL FUNCTIONS

- Receives and records currency and checks in payment of accounts receivable, prepares bank deposits, computes discounts, and makes adjustments for overpayments and underpayments;
- Prepares journal entries for cash and accounts receivable, and prepares accounts receivable analyses and reports;
- Processes vendors' requests for payments, and checks prices, verifies amounts received, schedules delivery dates, discount and shipping terms, and reconciles discrepancies;
- Ensures that unpaid bills are not billed again as collect charges;
- Secures authorization to pay for capital equipment and other materials as required;
- Keeps records of sick leave pay, vacation pay, and non-taxable wages;
- Prepares and distributes pay envelopes;
- Prepares periodic reports of earnings and income tax deductions;
- Assists in reconciling various accounts; and
- Performs similar job-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required as follows:

- Lifting and/or carrying
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATIONS

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Finger Dexterity:* Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.
- *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts or tables.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Accountant