

**POSITION TITLE:** Accountant I

**DEPARTMENT:** Accounting

**STATUS:** Non-Exempt

**SALARY:** \$24.24/hour (AFSCME Union Level 8)

**POSITION SUMMARY:**

Reporting to the Assistant Vice President of Accounting, the Accountant I provides support to the Accounting Department and the agency by reviewing and analyzing financial data, performing cash and account reconciliations, maintaining general ledgers, preparing journal entries, and entering data, among related tasks as required.

**ESSENTIAL FUNCTIONS:**

1. Posts cash receipts and disbursements to corresponding journals and ledgers.
2. Prepares bank deposit slips and maintains cash receipt/cash disbursement spreadsheets.
3. Prepares and posts monthly closing journal entries and adjustments for assigned programs.
4. Maintains spreadsheets for tracking various accounting functions, including tenant accounts receivable, utilities (electrical, natural gas, water & sewer), solar credits, issue invoices and revenue records for miscellaneous accounts receivable (cell tower utility reimbursements, landscaping receivables, non-dwelling rents).
5. Performs account analysis and reconciliations of GL to spreadsheets or subsidiary ledger on monthly basis.
6. Reconciles bank statements for all assigned programs and projects and related inter-fund balances.
7. Interfaces and coordinates with auditors, fee accountants, and state agencies, as needed.
8. Completes reports and analysis for the department and agency, as needed.
9. Updates Modernization Department spending activity on various spreadsheets.
10. Processes checks and produces reports, including check register, account distribution, and batch control reports for state and federal modernization.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS DESIRED:**

1. A minimum of a two-year accounting degree is required; a four-year degree is preferred.
2. Two years' experience working in an accounting department or CPA firm, including preparing journal entries and accruals, bank and account reconciliation, and account analysis.
3. Ability to demonstrate a thorough knowledge of basic accounting principles, including passing a written test required as part of the interview process.
4. Ability to understand a complex charts of accounts.
5. Proficiency in Microsoft Office software, including Excel, Word, and Outlook; data entry and retrieval; as well as experience using customized software programs.
6. Strong written and verbal and interpersonal communication skills.
7. Exceptional attention to detail; ability to recognize and resolve errors and omissions.
8. Ability to multi-task effectively, manage time, set priorities, and meet deadlines.
9. Ability to be relied upon to be available for work.