

JOB TITLE: ACCOUNTANT I

QUALIFICATIONS: Bachelor's degree in Accounting or Finance

REPORTS TO: Supervisor of Budget & Accounting

SUPERVISES: Clerical, as assigned

JOB GOAL: Maintain and prepare financial records and reports

MAJOR DUTIES AND RESPONSIBILITIES

- Receives, verifies, codes, prepares journal entries; encumbers funds and authorizes payments and invoices in assigned area; runs trial balances and completes reconciliations
- Completes periodic and legally required reports and statistical analyses
- Assists staff with budget preparation; distributes accounting data for inclusion in budgets; compiles submitted budgets into unified format for management review; prepares budget projections, and provides guidelines for proper use of funds
- Completes regular and special analyses, projects and reports as requested or required; creates, modifies, or deletes accounts as necessary; assists auditors as required
- Manages all aspects of assigned funds, including maintaining the chart of accounts, reviewing budget revisions, reimbursement requests, and purchase requisitions
- Verifies payroll charges, receivables and payables in assigned funds
- Trains, assists and oversees work of clerical staff and assists with training and supporting other staff as determined by supervisor
- Performs other duties as assigned

REQUIREMENTS OF WORK

- Bachelor's degree in accounting or finance
- Considerable knowledge of the theory, principles, methods, and practices of accounting
- Some knowledge of financial and statistical reports

TERMS OF EMPLOYMENT

Division: Administrative/Professional
Pay Grade: 2
Working Days: 244

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

Accountant I

WORKING CONDITIONS

The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive, the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.

Physical Demands/Environmental Factors:

Lifting: light (under 15 pounds)
Carrying: light (under 15 pounds)
Walking
Must be able to use a personal computer
Frequent travel within parish
Working under short deadlines

Sitting
Standing
Oral/aural communication
Must be able to read printed text
Occasional travel out of parish
Occasional prolonged hours