

<b>POSITION:</b>	Accountant
<b>DEPARTMENT:</b>	Finance
<b>GRADE:</b>	Exempt 15
<b>MINIMUM SALARY:</b>	\$47,476
<b>CLEARANCE :</b>	5C

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### **SUMMARY**

Under direction, to perform a variety of professional accounting duties; to maintain the accounting systems; to review accounting records for accuracy and completeness and prepare related journal entries; to reconcile accounts; to prepare financial statements and other reports; to complete data analyses and special projects; to comply with policies, laws and regulations; and to assist in the financial audit.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Maintain and reconcile a variety of ledgers, reports, and accounting records ensure compliance with sound accounting practices and applicable regulations.

Resolve accounting discrepancies and irregularities.

Perform month end, fiscal year end, and calendar year end accounting system processing all by established internal or external deadlines.

Prepare payments to a variety of vendors or agencies in accordance with established regulatory and company deadlines by creating or verifying documentation and requesting disbursements.

Prepare accurate monthly, quarterly, and annual financial or management reports and statements by established deadlines.

Assist with financial audit preparation, with coordination of the audit process, with documentation gathering, and PBC (Prepared by Client) preparation.

Complete all assignments and special processing to ensure accurate and timely monthly, quarterly, and year-end closes.

Compare software functionality to Foundation's procedures and policies and request program modifications as necessary.

Identify opportunities for improving efficiency, conformity to policies, and/or increase effectiveness. Process payroll and related tax agency reports.

Reconcile trust activity for NMEAF bond issues and post transactions to the general ledger.

Develop and maintain thorough knowledge of bond issue requirements and prepare and submit authorization requests to trust for trust related expenses such as trustee, auction agent, and broker fees.

Process vendor, employee expense reimbursement, and credit card charges.

Perform other duties and responsibilities as assigned.

## **COMPETENCIES**

### **Core Competencies**

Honesty/Integrity/Trustworthiness – Being sincere, truthful and ethical.

Oral & Written Expression – The ability to communicate information and ideas, in speaking and writing, so others will understand. Proficiency in business writing and active listening.

Establishing & Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.

Teamwork – The ability to interact effectively in a team environment and complete assigned tasks accurately and on time.

Decision Making & Problem Solving – Analyzing information and evaluating results to choose the best solution and solve problems.

Interacting with Computers – Knowledge of applicable computer systems and software programs.

Dependability & Accountability – Being reliable, responsible, and dependable. Fulfilling obligations.

Initiative – Anticipate needs and take on responsibilities and challenges.

Stress Tolerance – Accepting criticism and dealing calmly and effectively with high stress situations

Conflict Resolution Skills – Resolve issues as soon as they arise through collaborative efforts.

Self-Control – Maintaining composure and avoiding aggressive behavior, even in very difficult situations.

Customer Service (External & Internal) – Meeting customer's needs in a timely manner, actively looking for ways to help others, and understanding service principles and processes; customer needs assessments, meeting quality standards, and evaluation of customer satisfaction.

Organizing, Planning, & Prioritizing Work – Managing one's own time. Developing specific goals and plans to prioritize, organize and accomplish work.

Maintaining Confidentiality – Safekeeping and protecting data. Non-disclosure of customer, employee and business partner information.

**Technical Competencies**

Knowledge of preparing and analyzing fiscal & financial reports

Knowledge of modern principles and practices of accounting, auditing, and payroll

Knowledge of state and federal laws and regulations as they apply to accounting systems

Knowledge of common software applications such as MS Excel, Word, Powerpoint, and Access.

Knowledge of Accounting Information Systems such as Great Plains

Knowledge of modern record keeping practices

Ability to think critically and reason analytically

Ability to read and understand federal regulations, commercial paper and bond documentation, and state laws and regulations.

Skill to maintain accounting systems, post transactions and prepare accrual entries

Skill to provide financial & budgetary assistance

Skill to develop and implement accounting procedures

Skill to maintain & update fixed asset records & depreciation schedules

Skill to process accounts payable

Skill to process payroll

Skill to reconcile clearing accounts

Skill to reconcile cash and other general ledger accounts

Skill to analyze & prepare federal reports

**MINIMUM QUALIFICATIONS:**

**Experience:**

One year of technical accounting experience is preferred.

Preference given to applicant's with federal government accounting experience.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.