

Accountant III

Job Code: Para-Professional • **FLSA Status:** Non-Exempt

Shift: Monday – Friday; 8:00 am – 5:00 pm; Flex

Salary Level/Range: B-18 Annually 45,521 - \$71,055

POSITION DETAILS:

Department	Fiscal	Prepared By	Alicia Carter
Supervisor	Alicia Carter	Prepared Date	September 23, 2024
Employee		Approved By	Ashlee Verner
Number Supervised	None	Approved by Date	09/23/2024

SUMMARY: Applies principles of accounting to analyze financial information to include preparation of financial records, documents, and reports. Work involves performing detailed assignments in recording, classifying, and verifying financial records, documents, and reports. Must understand and can apply rules and guidance of federal funds accounting. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions of a position should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description. Typical duties include:

- A. Prepares and/or processes general journal entries; and prepares and/or processes payment, cash, purchase, travel, and related vouchers.
- B. Classifies, codes, posts, and balances financial accounting documents and records.
- C. Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- D. Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
- E. Computes, analyzes, prepares, and processes purchase or travel vouchers.
- F. Prepares payment, cash, general journal, and related vouchers.
- G. Assists with researching and reconciling discrepancies in accounts, bank statements, or appropriation balances, and reports findings.
- H. Assists with tracking invoices to ensure payments are made.
- I. Prepares monthly analyses of fund balances and expenditures; and prepares technical reports on estimates, cost data, and budget items (CDER Reporting).
- J. Vendor maintenance includes electronic filing with an understanding of 1099 reporting and keeping current W-9 information and supporting documents on current vendors and contractors.
- K. Knowledge of purchasing and procurement methods and procedures, state procurement principles and practices, assigned commodities and products on the open market, supply sources, and principles of business administration and accounting.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities. This position is responsible to the Accounting Manager. Work is performed under close supervision and according to Workforce Solutions procedures and policies.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS and ABILITIES: Knowledge of general office procedures; office protocol, general accounting procedures; spelling, punctuation, grammar, and arithmetic; computers (i.e. MIPS Accounting software, Microsoft Office (Word, Excel), and other automated general ledger software application. Ability to type 50-60 wpm accurately; compose routine office correspondence, edit and proofread own work; operate a variety of office equipment (i.e., calculator, facsimile, telephone, HP LaserJet printer); interact with visitors and callers in a professional manner.

EDUCATION and/or EXPERIENCE: Bachelor's degree in the areas of Accounting, Business, or related field or 3 to 5 years related experience and/or training; or equivalent combination of education and experience in the areas of accounting or related field.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memorandums. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers of common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and to effectively problem solve.

PHYSICAL DEMANDS: The physical demands described here represent those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The hybrid work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.