# **NSCA**

# **Sample Position Description**

# **Title:** Accountant

**Reports to:** Chief Financial Officer

**Class:** Full-Time

**Type:** Salary

**Revised:** 11/5/20XX

# **Primary Role:**

*Responsible for maintaining accuracy in the accounting system. Preparation of general ledger account analysis, journal entries and bank account reconciliation. Ensures that accounting policies and procedures are well defined in Accounting department.*

**Responsibilities:**

1. Prepare month-end account reconciliation reports for Chief Financial Officer by the <#> day of each month
2. Responsible for preparation of general ledger, account analysis and bank account reconciliation
3. Responsible for preparation of monthly journal entries for the month end close
4. Manages daily banking, including borrowing and transferring
5. Maintains chart of accounts and related policy and procedure manuals
6. Ensures that the responsibilities and accountability of the Accounting personnel are well-defined
7. Assists Chief Financial Officer in preparing accurate and timely monthly financial statements
8. Ensures that company accounting activities are in compliance with local, state and federal regulation and laws
9. Assist Chief Financial Officer in identifying opportunities for improvement and implementing related improvements
10. Other duties as required or assigned from time to time

### **Accountability:**

# The Accountant will be accountable to the Chief Financial Officer. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Accountant shall possess a minimum of a two-year associates degree in Accounting plus 2 years work experience. Must have working knowledge of computerized accounting systems. Must be proficient in Excel.

## Travel:

No travel required

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.