# **NSCA**

# **Sample Position Description**

# **Title:** Accountant

**Reports to:** Chief Financial Officer

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/5/20XX

# **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 financial statements and supporting schedules and maintain general ledger for internal and external use
2. Analyze balance sheet and Profit and Loss accounts, including inter-company reconciliation’s
3. Analyze Variances of comparative financial statements, actual versus forecast, budget and prior year
4. Prepare monthly forecasts
5. Communicate with all levels of interdivisional and interdepartmental staff members toward resolving balance sheet and Profit and Loss issues
6. Meet with department heads for each brand to review their respective general ledger activity
7. Prepare and present management reports
8. Prepare and complete ad hoc reporting for sales and marketing analysis
9. Prepare and complete month-end reports, journal entries and account reconciliation

10. Work with various department managers in compiling company

budgets

11. Perform variance analysis duties

1. Financial statement preparations, General Ledger, account analysis,

month end close

1. Review and analysis of monthly payroll expenses for Corporate Spending
2. Preparation of account reconciliation for selected balance sheet accounts
3. Preparation of monthly journal entries for the month end close
4. Identify opportunities for improvement and implement related improvements
5. Assist with regulatory reporting
6. Maintain inter-company balances with affiliates
7. Research and document accounting procedures
8. Maintain chart of accounts and related policy and procedure manuals
9. Preparation of journal entries, general ledger account analysis, bank account reconciliation
10. Routine maintenance for the General ledger, Fixed Assets and Payroll systems as well as sorting and distributing these reports
11. Special projects as assigned

### **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 Bachelor of Arts or Bachelor of Sciences degree in Accounting plus 2 years work experience. Must have excellent accounting skills. Must possess good judgment and excellent communication skills. Must possess strong computer skills. 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.