



Capital Area Council of Governments Job Description

CAPCOG Title: Accountant I
Division: Finance
Reports to: Director of Finance
State Title & Salary Grade: Accountant I/B14
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs entry-level accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents or reports. Work also includes invoicing and processing payments, maintaining filing systems, assisting with inventory, and performing internal administrative support work for the finance department. Works under close supervision, with minimal latitude for the use of initiative and independent judgement. The essential functions of this position must be performed at CAPCOG offices, therefore the position is not eligible for telecommuting on a regular basis.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Classifies, codes and balances financial accounting documents and records.
- Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
- Enters accounts receivable and cash receipt related items into the accounting system.
- Audits vouchers, travel requests, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records for compliance with agency policy and maintaining logs, as appropriate.
- Prepares and processes accounts payable checks.
- Prepares and processes annual 1099 forms.
- Handles invoicing, tracking and collection of payments, and processing reimbursements.
- Prepares payment, cash, general journal, and related vouchers.
- Receives cash and credit card receipts, prepares deposits, and maintains cash control records.
- Prepares, edits and distributes financial related correspondence, reports, studies, forms and other information concerning financial procedures.
- Assists with the preparation and distribution of financial statements and operating reports.
- Researches and reconciles discrepancies in accounts, bank statements, or appropriate balances, and reports the findings.
- Performs financial calculations such as amounts due, interest charges, balances and discounts.
- Develops, coordinates and maintains recordkeeping and filing systems.
- May assist in the development of administrative or technical assistance policies and procedures.
- Conduct an inventory of equipment and property.

GENERAL QUALIFICATION GUIDELINES

Education: Graduation from an accredited four-year college or university with major course work in accounting is generally preferred.

Experience: Two years of accounting experience that includes accounts payable and accounts receivable required.

JOB SPECIFIC COMPETENCIES

- Confidentiality - Discretion in the use of information is required of the incumbent concerning financial and benefit information of the agency and employees.
- Attention to Detail – Ability to focus meticulously on all duties, assignments, schedules, and resources.
- Adaptability/Flexibility – Is open to change (positive or negative) and to considerable variety in the workplace.
- Interpersonal Communication – Communicating effectively with others in one-on-one or small group settings. This includes listening carefully to others, and demonstrating an understanding.
- Work Organization – Balances competing priorities to meet all project and team commitments in a timely manner and deliver quality results.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Generally accepted accounting principles and procedures
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Computerized accounting systems
- Personal computers and MS Excel, MS Word, Windows, Outlook and related office equipment
- Cash receipts and bank deposit

SKILL IN:

- Data entry
- 10 Key by touch
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data
- Prioritizing, organizing, and accomplishing work
- Records maintenance
- Account reconciliation
- Creating reports, correspondence, publications
- Entering, recording, storing, or maintaining information in written or electronic form

ABILITY TO:

- Interpret and apply accounting theory
- Accurately perform numerical detail work
- Make arithmetical computations
- Read and comprehend instructions, information, etc.
- Solve problems using general rules
- Communicate effectively

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Regularly
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs

Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Constantly
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Never
Drives a vehicle to perform CAPCOG business.	Never

KEY

Never 0% Seldom 0-30% Regularly 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name, Signature and Date

Supervisor Printed Name, Signature and Date