

## ACCOUNTANT

### JOB DESCRIPTION

**Date Prepared:** May 2008

**Reports to:** President

**FLSA Status:** Exempt

**Position Objective:**

Primary responsibility is to effectively coordinate and execute the financial duties of the business. Data and information presented should be useful to management and owners in day to day decision making and strategic issues. Secondary responsibilities are to coordinate the administration of human resource paperwork, building maintenance and IT Outsourcing structure.

**Essential Duties and Responsibilities:**

Execute the activities related to producing the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, tax calculations and annual budgets.

Execute the complete process related to billing and account statement production.

Execute the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control, and payroll coordination with an outsourced processor.

Execute a process that ensures the accurate and timely management of all Accounts Receivable aging components including billings, cash receipts application, etc; management reports and approval; third party reimbursed expenses and customer service.

Work with Tax firm to provide them all necessary documents that assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes. This will include tax planning and the ability to convert statements from a cash basis to an accrual basis.

Establish and maintain systems and controls which verify the integrity of all systems, processes and data, and enhance the Company's value.

Respond to President and management as assigned with accurate and timely work to facilitate their requests for data and information.

Responsible for the daily posting of hours, outside vendor charges, which are on purchase orders and miscellaneous charges to the various jobs the agency has opened for clients.

Responsible for assembling all agency information on a monthly basis and delivering by no later than the 15<sup>th</sup> of the next month a proper balance sheet and profit and loss statement.

Responsible for conducting cost/benefit analysis and securing competitive bids on capital investments, assets and other related equipment.

Maintains all agency accounting related files.

Responsible for money management, cash flow projections, deposits and bank reconciliations.

Maintains employee records including employee absences and other information affecting wages, deductions, etc.

Maintains benefits programs and provides employees with necessary claim forms and assistance when needed.

Communicate with co-workers, management, clients, and others in a courteous, proactive and professional manner.

Conform with and abide by all regulations, policies, laws, work procedures, and instructions.

Brings ideas and thinking that can maximize cash flow and profitability.

**Skills and Abilities Required:**

Demonstrates advanced skills in cash flow strategies, service business accounting processes and procedures, and accrual accounting. Must possess the ability to accurately and effectively oversee accounting functions related to general ledger, accounts payable, accounts receivable, payroll, and income tax. In addition, the ability to think strategically and communicate effectively to non-accounting minded people.

Demonstrates a working knowledge of a small computer network and the basics related to everyday functions and performance.

**Computer Equipment and Software Requirements:**

Proficient in the following areas: Excel Spreadsheets, Microsoft suite, and accounting software where G/L, A/P and A/R are integrated. Must have advanced skills in outlook.

**Education and Experience Required:**

Bachelor's degree in Accounting or Finance. Desire 3 years of hands-on advanced accounting experience and 5 years overall. Equivalents in years of experience with an Associates Degree will be considered in lieu of a 4-year degree.