**Job title: Accountant**

**FLSA Classification**

Exempt

**Salary Grade**

Grade 12

**Reports to**

Accounting Manager/Controller or CAO

**Date**

July 14, 2021

**Job Description**

**Summary/objective**

**Perform routine accounting functions to help ensure the timeliness and accuracy of the financials. Working with Accounting Manager and Program Directors to assist in the management of contracts and expense recovery.**

**Competencies**

* **Reconciliation of Accounts**
* **Prepare billing files for various grantors in accordance with grant requirements**
* **Help prepare, maintain, and explain budgets**
* **Prepare journal entries, assist in month-end and year-end close**
* **Perform complex financial analysis for grants and programs**
* **Processing of timesheets and payroll liabilities and payroll liability payments**
* **Responsible for updating payroll records and answering payroll related questions for staff**
* **Acute Attention to detail**
* **Ability to work without supervision completing all tasks within required timelines**
* **Willingness and ability to learn**
* **Proficient in English, both written and verbal**
* **Regular and predictable attendance and punctuality**
* **Willingness to work with others and be a good team player**

**Standards and Requirements**

* Good attendance
* Professional behavior and communication
* Cooperation and participation when working with others
* Accountability and responsibility for own work
* Maintain high level of confidentiality
* Meeting timelines and deadlines
* Must be flexible to meet changing demands and expectations
* Must be willing to contribute to the success of the team
* Must pass background check, drug/alcohol screening, sex offender registry check, child abuse/neglect check and meet all Head Start Health requirements
* Must follow Utah Community Action personnel policies as outlined in the Personnel Policies and Procedures Manual

**Supervisory responsibilities**

This position does not include supervisory responsibilities.

**Work environment**

This position will serve within a general office setting. Small and/or enclosed spaces. While only occasional, individuals in this position may be required to travel for trainings and other assignments.

**Physical demands**

**This position mental and visual demands as individuals serving in this position remain in a stationary position, often standing or sitting for prolonged periods in front of a computer monitor. Classified as sedentary work that primarily involves sitting/standing.**

**Travel required**

This position may be required to travel 1-2 times a year for 3-5 days per trip for various conferences.

**Required education and experience**

* Bachelor's degree in Accounting or related field
* 2 years accounting experience
* Intermediate Excel skills
* **Proficiency in Microsoft Office Software**

**Preferred education and experience**

* Knowledge of NetSuite
* Fund accounting experience

**EEOC statement**

The Agency is committed to providing equal employment opportunity for all persons. See section 201: Equal Employment Opportunity in the UCA Personnel Policies and Procedures Manual.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_