



Job title: Accountant

Salary: \$56,000 - \$60,000

Department: Accounting/Operations

Category: Full time, Exempt

Work conditions: Office environment in historic building, not ADA accessible. Light lifting, Regular 40-hour work week, 8:30 AM -5:00 PM. Some additional hours will be required on an as needed basis (i.e., during month end close and an audit).

Reports to: Accounting Manager

Responsibilities:

1. Oversight of internal controls. Internal controls will be monitored through various methods including, but not limited to, monthly bank reconciliations and verifying deposits of all bank accounts, recalculation of payroll and fringe benefits before posting to the financial records, and maintaining balancing documents for Balance Sheet activity. Monthly reports will be provided and reconciled to the financial system.
2. Review accounts and prepare analysis reconciliations of accounts monthly.
3. Assists in the preparation of annual and interim budgets including budget to actual variances.
4. Preparation of schedules of external auditors' financials for issuance for all funds in accordance with governmental and other regulatory pronouncements. The financial package will include all required and supplementary schedules and disclosure notes to the financial data as required by the standards.
5. Perform duties of month end closing.

6. Posts journal and payroll entries, analyze and maintain the General Ledger.
7. Ensures proper maintenance, filing and storage of records in preparation for the annual audit.
8. Provides outside auditors with assistance; gathers necessary account information, research, and documents.
9. Proof's accounting reports for clerical accuracy.
10. Other duties as assigned by the Accounting Manager or as required to safeguard FMA's assets.

Qualifications:

- Knowledge of governmental fund accounting and generally accepted accounting principles.
- Bachelor's degree in accounting or higher with minimum 5 years' experience strongly preferred.
- Strong organizational skills and some knowledge of balance sheets and income statements
- Ability to maintain a high level of accuracy in preparing financial information.
- Excellent time management skills and great attention to detail a must; the ability to maintain confidentiality concerning financial records.
- Knowledge of various Microsoft Office software, Quick Books accounting software and RealPage Accounting.
- Proficient in data entry, analytical and problem-solving skills
- Excellent written and verbal communication skills with the ability to follow verbal and written instructions.