

Accountant (Part-time)

Full Job Description

Process & pay invoices for all funding sources. Matches purchase orders with delivery receipts, checks for appropriate signatures, and verifies math on appropriate bills.

Prepares an Accounts Receivable Analysis for contracts as needed. Deposits and/or submits state, federal, & FICA withholding which includes the employers share.

Requests cash as necessary on programs.

Prepares CDBG, Public Works and Local Planning monthly billings and other bills as needed, which includes sending out statements for county assessments.

Prepares other billings as may be necessary.

Maintains general accounting and statistical records and prepares periodic reports for submission.

Monitors monthly financial statements and commitments and periodically confers with the Fiscal Director, Executive Director or Department Managers on the current financial status of programs.

Prepares and submits appropriate fiscal reports required by the various funding agencies. Prepares a salary breakdown of all wages paid during the program year on all funds for Worker's Compensation and other audits as required.

Knowledge, Skills, and Abilities.

The following skills are highly desirable for the accountant position: knowledge of financial administration including double entry bookkeeping, budget control, inventory control, payroll, purchasing, and related procedures; knowledge of accounting procedures in the management of state and federally funded programs/projects; knowledge of manual and computerized financial systems and procedures; knowledge of federal and state income tax regulations/procedures as applied to the Commission and its employees; knowledge of laws, regulations, policies, and guidelines affecting the Commission's activities; knowledge of the Commission's policies and procedures; verbal communication skills to transmit information, give instructions, and explain complex procedures; writing skills to develop correspondence, reports, memoranda, and related written documents; math skills to add, subtract, multiply, and divide using decimals, apply percentages, balance financial worksheets, and develop other financial reports and documents; reading skills to understand administrative policies and procedures, laws, guidelines, contracts, and a variety of complex material; ability to establish priorities and work without close supervision; ability to perform detailed work involving written and numerical data; ability to

prepare complete and accurate reports and statements of considerable complexity; ability to adapt as necessary to changes/expansions in accounting systems and procedures.

Credentials and Experience. Bachelor's degree in accounting and experience in various areas of financial administration (preferably in governmental accounting) including payroll, purchasing, bookkeeping, and preparation of financial statements/reports.

TO APPLY: Please visit the employment page at www.searpc.org for REQUIRED application or call 334-794-4093 ext 1415 for more information.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Fax: 334-794-3288

EOE/E-verify