

# SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

## JOB DESCRIPTION

Job Title: Accountant

Department: Finance

FLSA:

Grade:

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Chief Financial Officer

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: City Clerks; Vendors; Contractors; Alabama Department Senior Services (ADSS)

### Job Summary

Under the general supervision of the Chief Financial Officer, the employee serves as a financial and fiscal advisor, acts as a source of reference, and enacts and exercises general accounting functions. Employee contributes to reports, maintains accurate records, processes accounts, records value of assets, and ensures established processes and procedures are followed. The accountant assembles, analyzes, and interprets data, and projects financial impact. This is a highly responsible job with good judgement and knowledgeable approaches being essential. This job is considered security-sensitive and is subject to a pre-employment background check and random drug screenings.

## Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Financial Analyst. Performs analysis and continuous fiscal assessments to act as a source of reference and provide information on the status of programs and the organization.**

1. Acts as a source of information and point of reference .
2. Utilizes monthly financial statements and commitments and periodically confers with Chief Financial Officer, Executive Director, and Department Managers on current financial status of programs.
3. Serves as an advisor on financial management, advising the Executive Director and Chief Financial Officer of programs and the availability of funds for future programmatic direction.
4. Monitors the fiscal status of all programs.
5. Performs an analysis and assessment of SEARPDC's programs, financial status of the organization and availability of funds.

**ESSENTIAL FUNCTION: Accounting and Financial Operations. Performs general accounting duties to include accounts payables and receivables in support of the SEARPDC's financial functions and responsibilities.**

1. Produces accounts payable records; maintains accounts payable documentation for review and audit.
2. Prepares and generates invoices for payment; codes appropriate information .
3. Prepares vouchers for invoices; enters invoices into computer system.
4. Generates vendor checks twice a month as needed; prepares and transfers electronic check stubs to vendor company.
5. Distributes checks to vendors via mail or in person.
6. Receives and processes deposits.
7. Reviews and checks invoices for approval, appropriate signature, and accuracy; matches invoices with appropriate documentation and check for accuracy.
8. Cancels paid invoices; places a paid notation on invoice and denotes check number and date paid.
9. Prints and files checks and accounts payable registers.
10. Reconciles accounts within the general ledger.
11. Compiles outstanding invoices.
12. Enters payables, prepares reports, and write accounts payable checks.

13. Receives payments and funds; receives cash deposits; counts, records in general ledger and balances.
14. Receives, posts and balances receipted payments; prepares bank deposits as needed.
15. Invoices contractors and meal sponsors; bills monthly; updates contracts as needed.
16. Prepares and compiles data when requested for audit by funding sources.
17. Assists with annual audit of financial records of sub-contractors of various SEARPDC programs.
18. Reviews approved original budget and amended budget into accounting system.
19. Provides support to employees of the Finance Department.

**ESSENTIAL FUNCTION: Fiscal Reporting and Recordkeeping. Prepares, reviews, verifies, and validates reports such as financial, time and tax for accuracy and compliance.**

1. Prepares and submits the fiscal reports required by the various funding agencies.
2. Reviews and verifies reports such as monthly financial and time reports for accuracy and compliance.
3. Corrects reports and documents in case of errors; notifies preparer of corrections.
4. Verifies consistency of services units and time reported by matching reports.
5. Develops, initiates, composes, and assembles reports such as monthly unit cost report, quarterly Title III unit cost report, etc.
6. Reviews and verifies financial data from department managers.
7. Creates and maintains an electronic and hardcopy filing system for SEARPDC accounting, program administration and functions, and
8. Serves as administrator for electronic filing system.
9. Scans and files documentation.
10. Trains employees and auditors on the use of electronic system.
11. Maintains general accounting and statistical records and prepares periodic reports for submission.
12. Files, organizes, and maintains all records; keeps all records organized for ease in dealing with auditors.
13. Maintains Head Start and Regional Office inventories.
14. Maintains detailed records of budget estimates and expenditures, equipment ledgers, perpetual inventory records and other subsidiary accounting records.
15. Monitors purchase orders for Head Start and Commission office.

**ESSENTIAL FUNCTION: Payroll and Financial Functions. Performs general accounting duties in support of the SARCOA's payroll and financial functions.**

1. Prepares and maintains payroll records.
2. Prepares and files payroll taxes and tax reports; prepares monthly quarterly and annual payroll reports such as W-2's ,941 's etc.
3. Calculates bi-weekly tax liability for the SEARPDC payroll and makes tax deposits according to federal guidelines using the Electronic Federal Tax Payment System (EFTPS).
4. Creates and maintains master payroll files in accounting software for all agency employees.
5. Receives, compiles with, and computes all employee timesheets and reviews for accuracy and compliance with policies.
6. Enters timesheets into software bi-weekly to produce timesheet reports and reviews reports for accuracy.
7. Monitors sick leave taken by Head Start personnel and adjusts pay accordingly
8. Runs actual payroll for all employees.
9. Maintains records of employee leave balances to include compensatory time and excess leave time; posts time sheets and sick/annual leave to computer.
10. Prepares and posts any necessary payroll adjustments for benefits, deductions and withholding changes.
11. Generates payroll reports including leave balance report, payroll register, and check register.
12. Prepares and transfers electronic payroll direct deposit payroll file to bank and ensures accuracy.
13. Prepares payroll checks, prints, and distributes where applicable.
14. Makes cash transfers to General Fund account from other bank accounts.
15. Prepares all required state and federal income tax forms for the Commission.
16. Provides employees with necessary forms/records for their personal tax preparation.
17. Deposits state and federal tax withholding, Federal Insurance Contributions Act (FICA) withholding, and employers share.
18. Performs and calculates salary breakdown of all wages paid during the program year on all funds for Workman's Comp. auditors.

**NON-ESSENTIAL FUNCTION:**

Performs other job-related duties as required or assigned .

**Knowledge, Skills and Abilities**

(\*Can be acquired on the job)

1. \*Knowledge of SEARPDC rules, regulations, policies, and procedures.

2. \*Knowledge of SEARPDC geography, road, and bridge systems.
3. Knowledge of computerized accounting systems.
4. Knowledge of professional accounting functions and systems.
5. Knowledge of budget preparation and financial management.
6. Knowledge of principles of management and the ability to apply them.
7. Knowledge of state and federal laws and regulations pertaining to the construction, ownership, and operation of public utilities.
8. Knowledge of financial administration including double entry bookkeeping, budget control, inventory control, payroll, purchasing, and related procedures.
9. Knowledge of accounting procedures as required in the management of state and federally funded programs/projects
10. Knowledge of manual and computerized financial systems and procedures.
11. Knowledge of federal and state income tax regulations/procedures as applied to the Commission and its employees.
12. Knowledge of laws, regulations, policies, and guidelines affecting the Commission's activities
13. Knowledge of the Commission's policies and procedures.
14. Reading skills to comprehend manuals, directives, procedures, and instructions and to understand administrative policies and procedures, laws, guidelines, contracts, and a variety of complex material.
15. Verbal skills to communicate effectively with department heads and the board, to transmit information, give instructions, and explain complex procedures.
16. Writing skills to revise, update, and develop policies, procedures, produce technical reports, and other technical writing, forms, and records, and to prepare financial management policies and procedures clearly and concisely.
17. Math skills to perform advanced calculations, to prepare/interpret and develop technical reports, interpret financial documents, and to prepare and assess data and projections.
18. Public relation skills to work with general public, state, and federal agencies, and to coordinate with officials.
19. Skills to use computers and specialized software, including spreadsheets.
20. Skills to consider multiple sources, options, opportunities, and implications regarding impacts on SEARPDC prior to making decisions.
21. Ability to make presentations.
22. Ability to establish priorities and work without close supervision.
23. Ability to perform detailed work involving written and numerical data.
24. Ability to prepare complete and accurate reports and statements of considerable complexity.
25. Ability to adapt as necessary to changes/expansions in accounting systems and procedures.
26. Ability to effectively communicate to give directives, provide instructions, make presentations, and provide advice.
27. Ability to assemble and analyze data.

28. Ability to establish priorities and action plans.
29. Ability to provide leadership to minimize risks and liabilities.
30. Ability to use computers and other methods to conduct research .
31. Ability to maintain confidential information.
32. Ability to consistently represent SEARPDC in a positive, professional manner.
33. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
34. Ability to plan, organize, coordinate, and carry out work, engaging the work of others in a productive and effective manner.
35. Ability to solve problems and effectively address issues.
36. Ability to coordinate and collaborate work with others to accomplish established goals and projects.
37. Ability to drive.

### Minimum Qualifications

1. Possess a bachelor's degree in accounting from an accredited college or university and/or combination of experience and education.
2. Minimum of one (3) years of professional work experience in accounting.
3. Professional work experience within a governmental entity, or prior experience in a public utility is preferred.
4. Possess a current and valid driver's license; must be insurable and provide proof of insurance.
5. Ability to be bonded.
6. Ability to work non-standard hours.
7. Ability to travel overnight to participate in training and continuing education.
8. Ability to successfully pass a pre-employment background check and an initial drug and alcohol screen.

### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.