

Job Title: ACCOUNTING ASSISTANT

Department: Admin

FLSA Status: Non-exempt

Grade: 7

Salary Range: \$19.55 to \$25.04 per hour

POSITION OVERVIEW

Under direction, performs general accounting functions including general ledger account analysis, grant financial reporting for TEC programs. Engage in various cost allocation activities.

DIRECTLY RESPONSIBLE TO

Fiscal Manager.

SUPERVISION OVER

None; employee supervision is not normally a function of this position.

ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Maintain accounts payable, accounts receivable, and payroll accounts.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Full Cycle Accounts Payable - this includes but is not limited to communication with vendors as necessary, validation of AP coding and ensuring supporting documentation meets TEC policy and contract requirements, post items to accounting system and process payment.
- Ensure timely payments of vendor invoices and expense vouchers and maintain accurate records.
- Administer and review 1099s on a yearly basis.
- Prepare payroll to ensure that employees are paid in a timely and accurate manner.
- Ensure that computing, withholding or deductions associated with net pay is calculated properly.
- Organize and review forms associated with federal state and local authorities.
- Determine payroll liabilities by entering federal and state income and social security tax information, retirement plan transfer and direct deposits.
- Remit tax payments by collecting and verifying data; preparing federal, state and local tax reports and W2 statement; initiating payment.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; participating in professional societies.
- Maintain the integrity and confidentiality of data including, but not limited to, customers, employee, financial and TEC business data.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in accounting, business administration, public administration or related field with significant coursework in accounting and at least two (2) years' full-time payroll and accounting experience, or any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential duties of the position.
- Knowledge of Principles and practices of governmental budgeting, cash flow, budget certifications, accounting and auditing.
- Knowledge of GAAS, GAAP, and other professional standards and regulations.
- Knowledge of Federal reporting standards and relevant OMB circulars.
- Knowledge of Financial data processing systems.
- Ability to perform mathematical computations rapidly and accurately.
- Ability to operate a variety of standard office equipment.
- Ability to interpret and apply complex laws, rules, and regulations.
- Ability to communicate effectively in both oral and written form.
- Ability to conduct basic research.
- Ability to set up and maintain database files to create spreadsheets and other related forms and documents.
- Ability to set up and accurately maintain accounting and financial records.
- Ability to follow directions.
- Ability to work independently.
- Ability to set priorities and meet deadlines.
- Ability to proofread financial documents and reports.
- Ability to identify and correct errors or omissions.
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work.
- Ability to maintain confidentiality of information.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Primarily indoors with heating and cooling regulated in a standard office environment; may be exposed to extreme weather conditions when traveling to training, meetings, or between work sites. May be required to work overtime if need arises. Usual working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May be required to travel out of town with overnight stays.

Individual will have extended periods of sitting, talking and hearing. May need to bend, stoop and stretch for purposes of filing. Light lifting may be necessary for purposes of stocking supplies.

SPECIAL REQUIREMENTS

- Must pass a criminal history background investigation however, a conviction of a crime may not necessarily disqualify an individual from this position.

PROBATIONARY PERIOD

Employment by TEC is subject to a probationary period of 365 days, during which time the employee will be required to demonstrate their suitability for the position in which they are employed.

I have read the foregoing job description in its entirety and understand its contents. TEC reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. *This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."* The aforementioned job requirements may be subject to change to reasonably accommodate qualified disabled individuals.

Signature

Date

TEC is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com