

## **GENERAL LEDGER ACCOUNTANT**

### **GENERAL STATEMENT:**

Responsible for entering all accounting data in general ledger, reviewing and analyzing accounts for accuracy, preparing monthly financial statements, and performing other skilled accounting and related assignments involving the recording, analysis and reporting of financial data.

### **REPORTS TO:**

Dean of Fiscal Services/Chief Fiscal Officer

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in accounting or closely related field.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years of responsible accounting experience; two (2) years experience in computerized accounting and business applications.

#### **OTHER:**

Working knowledge of accounting principles; working knowledge of Excel spreadsheet software; interpersonal skills.

### **DUTIES AND RESPONSIBILITIES:**

- Input data for journal entries, annual budget and budget adjustments.
- Reconcile bank accounts on a bi-monthly and/or monthly basis.
- Serve as backup for accounts receivable window and balance the cash drawer daily.
- Assist in monthly and year end journal entries as needed.
- Prepare and distribute monthly computer generated financial reports.
- Record and maintain property tax receivables.
- Review general ledger accounts for accuracy.
- Prepare spreadsheets as needed for use in analyzing accounting data.
- Assist with federal and state grant reporting as needed.
- Participate as required in the registration process.
- Other duties as assigned by the Dean of Fiscal Services/Chief Fiscal Officer or other appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 10/26/07*

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