

# JOB CLASS DESCRIPTION



Job Class: Program Accountant
Department: Operations / Administration
Supervisor: Fiscal Manager
FLSA Status: Non-Exempt      Grade: 14
Revision Date: October 2016
Prepared by: Bi-County CAP, Inc.

## **Job Summary:**

This position completes the Fiscal Department's support functions; providing accounting services and information to Agency programs, funding sources and auditors.

## **Essential Duties and Responsibilities:**

- 1 Supports the Fiscal Department in performing its various functions and activities.
  - 1.1 Assists in developing and maintaining accounting policies and procedures for accounting positions and processes;
  - 1.2 Recommends and assists in implementing and maintaining internal control procedures;
  - 1.3 Assists in meeting with Program Managers and other staff regularly regarding budget development, monitoring, and administration;
  - 1.4 Oversees and performs, or provides direction on, assets, furniture, and equipment records management;
  - 1.5 Supports continuous process improvement;
  - 1.6 Assists in reviewing all Agency cash requests for appropriateness;
  - 1.7 Assists in reviewing and approving daily deposit and adjusting journal entries;
  - 1.8 Prepares and processes appropriate Fixed Assets and Depreciation Listings journal entries;
  - 1.9 Oversees the implementation of Agency-wide lease negotiation process, facilitating the tracking and monitoring of lease agreements, and maintenance of lease files;
  - 1.10 Provides training to Agency staff as requested by the Fiscal Manager;
  - 1.11 Provides lead work, direction, and assistance to Account Technicians as needed.
- 2 Facilitates the Grant/Contract Process.
  - 2.1 Assists in preparing new Chart of Accounts for grants/contracts as needed;
  - 2.2 Assists in coordinating administration of grants;
  - 2.3 Assists in calculating and submitting cash requests for grants;
  - 2.4 Assists in accurately preparing and maintaining grants in the general ledger system.
- 3 Performs General Ledger and Month End Processes.
  - 3.1 Assists in overseeing procedures for the proper timing of expenditures;
  - 3.2 Assists in and/or completes various General Ledger/journal entry processes;
  - 3.3 Maintains all funds in balance, including preparation, approval and posting of appropriate adjusting journal entries;
  - 3.4 Assists in and/or oversees monthly client billing and collection efforts including coordination of MURL Program administration and collections with appropriate Housing staff.
- 4 Provides ongoing support to Fiscal Manager and auditors.

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- 4.1 Coordinates the monthly schedule for reports and due dates;
  - 4.2 Run appropriate general ledger reports (Trial Balance, General Ledger Detail, etc.);
  - 4.3 Supplies Fiscal Manager prepared Agency financial statements and other information for auditor's report, in accordance with Generally Accepted Accounting Principles (GAAP);
  - 4.4 Coordinates the gathering of test samples and information for the auditors;
  - 4.5 Coordinates the preparation of all supporting schedules;
  - 4.6 Assists in and/or completes tying out or each grant worksheet in preparation for the auditors;
  - 4.7 Assists in and/or prepares for program-related monitoring visits;
  - 4.8 Provides information to, and acts as a resource for the auditors as needed;
  - 4.9 Assists in the completion of analysis and projects as requested by the Fiscal Manager;
  - 4.10 Submits financial reports to appropriate funding sources according to program time lines and regulations.
- 5 Assists Fiscal Manager with coordinating and monitoring of Agency business, property and vehicle insurance.
- 5.1 Secures custody of all insurance policies and correspondence;
  - 5.2 Reviews rates and conduct cost comparisons;
  - 5.3 Submits insurance billings for payment;
  - 5.4 Adds, changes and deletes insurance coverage for Agency leased or owned facilities, vehicles or property as needed;
  - 5.5 Manages overall claims process;
  - 5.6 Orients Program Managers and Supervisors to insurance reporting and processing.
- 6 Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
- 6.1 Frequently interacts to provide detailed procedural explanations or technical responses and/or occasional contact to negotiate basic agreements;
  - 6.2 Relationships involve cooperation within the overall organization and/or directly interfacing with individual customers or vendors;
  - 6.3 Participates in meetings as appropriate;
  - 6.4 Assists the Agency personnel both individually and as a member of various teams in providing services to Agency participants;
  - 6.5 Coordinates with Agency staff as a team member; participating in work teams, as directed;
  - 6.6 Informs supervisor of all problems, unusual or extraordinary matters of significance that come to his/her attention so that prompt corrective action can be taken where appropriate;
  - 6.7 Adheres to agency's policies concerning data privacy.
- 7 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
- 8 Performs other duties and activities as assigned.

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### **Preferred Qualifications:**

Bachelor's degree in accounting and two or more years of related work experience or equivalent. Knowledge of Generally Accepted Accounting Principles. Good communication and interaction skills. A strong commitment to Bi-CAP's values of teamwork, responsibility, and respect for diversity.

### **Physical Demands and Working Conditions:**

Most work is performed in a normal office environment and within office hours (8:00a-4:30p) but may be asked for overtime hours at certain busy times of the year. The position requires frequent communication with several departments and an ability to respond quickly and accurately to requests from 100+ employees.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Manager retains the discretion to add duties or change the duties of this position at any time.