



POSITION TITLE: ACCOUNTANT 1

FLSA STATUS: Non-Exempt

POSITION SUMMARY: Supports Controller and Senior Accountants for specific tasks.

DUTIES / RESPONSIBILITIES:

1. Assist in coding and input of vendor invoices into accounting system.
2. Ensure that all vendors, merchants and other partners are paid timely and accurately.
3. Effectively handle inquiries regarding payment of invoices.
4. Enforce all related company policies and procedures for invoicing and expenses.
5. Complete weekly filing of all checks and invoices.
6. Process credit card and bank deposits electronically for all corporations daily.
7. On an ongoing basis track and prepare the journal entry (JE) for all received payments (rent, share of cost, donations, etc.).
8. Process and reconcile Trustee account transactions on a weekly and monthly basis.
9. Perform and review daily bank transactions, update cash sheet and prepare templates for fund transfers.
10. Collaborate with other accountants to prepare journal entries and account reconciliations.
11. Complete monthly closings and prepare financial statements for internal reporting.
12. Compile schedules for external year-end audits and annual returns.
13. Identify and implement process and policy improvements related to assignments.
14. Perform administrative and ad hoc projects as assigned.

QUALIFICATIONS (knowledge, skills, abilities):

1. Graduate of an accredited college or university with either an Associate and/or Bachelor's degree in Finance or Accounting.
2. One (1) year of experience in accounting, bookkeeping and/or analysis.
3. Ability to respond to common inquiries or complaints from vendors or other departments.
4. Ability to understand issues, and demonstrates resourcefulness and solves problems in a timely manner.
5. Strong organizations skills: task prioritization, effective time management and communication skills
6. Must be able to work well under pressure, independently and with little supervision.
7. Excellent written and verbal communication skills and be able to multi-task and prioritize multiple projects.
8. Excellent data entry speed and accuracy with a 10-key calculator/computer keyboard by touch with an intermediate skill level in Excel (pivot table, VLOOKUP) and UltiPro.
9. Versatility, flexibility, enthusiasm and willingness to work as part of a team.
10. Proven ability to process a high volume of work with high degree of accuracy.

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. On Lok reserves the right to change job descriptions, work hours or work sites as required by the program.

Print Staff Name

Staff Number

Staff Signature

Date