



JOB DESCRIPTION

Job Title: General Accountant

Department: Accounting

Reports To: Controller – WES

FLSA Status: Exempt

Updated: 5/19/2016

Employee Name: _____

Employee Signature: _____

Date: _____

Summary

Assist with various activities in the Accounting department including monthly journal entries, monthly account reconciliations, month end and year end reporting, and solving accounting problems by working with all areas of the business.

Essential Duties and Responsibilities

1. Understand and be able to troubleshoot accounting issues by partnering with members of the sales, operations, project management, and pricing departments.
2. Responsible for account reconciliations.
3. Participate in preparation of daily, weekly, monthly and annual performance metrics.
4. Participate in and prepare reports related to monthly territory forecast review process.
5. Responsible for fixed asset accounting.
6. Assist in managing all activities related to insurance.
7. Oversee customer deposit process.
8. Participate in preparation of external audit materials.
9. Participate in cost analysis and rate studies as directed by the Controller and Vice President of Finance.
10. Backup for AP Accountant.
11. Assist in preparation of parts of annual forecasting for revenues and expenses.
12. Assist in evaluation of business system processes and developing procedures where improvement is needed.
13. Heavy involvement in continuous improvement projects.
14. Other related duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Competencies

Performance Standards:

1. Able to deal with frequent changes, delays, or unexpected events and change approach or method to best fit the situation.
2. Displays original and creative thinking through innovation suggestions for improving work and alternative solutions to problems.
3. Makes sound, timely judgments and is able to support and explain reasoning behind these decisions.
4. Prioritizes work activities to complete work in a timely manner and meet productivity standards.
5. Completes work accurately and thoroughly while applying feedback to ensure and improve quality.
6. Observes safety and security procedures, uses equipment and materials properly, and reports potentially unsafe situations.
7. Contributes to a positive team spirit by supporting everyone's efforts to succeed.
8. Demonstrates initiative by seeking increased responsibilities and development activities and taking calculated risks.
9. Able to gather and analyze information skillfully in order to resolve problems in a timely manner.
10. Responds promptly to customer requests for service and assistance to provide superior customer service.
11. Follows instructions and responds to management direction.

Business Ethics:

1. Exhibits punctuality and good attendance and ensures that work responsibilities are covered when absent.
2. Follows through on commitments and completes tasks on time or notifies an appropriate person with an alternative plan.
3. Takes responsibility for own actions.
4. Promotes a harassment-free environment through respect and sensitivity for cultural differences.
5. Works ethically and with integrity while maintaining confidentiality and supporting the organization's goals and values.
6. Treats others with respect and consideration, regardless of their status or position.

Leadership:

1. Manages projects on time and on budget including communicating changes, monitoring transitions, and evaluating results.
2. Delegates responsibilities, provides recognition and feedback for results, and takes responsibility for subordinates' actions.
3. Acts as an inspirational leader by exhibiting confidence in self and others and passion and optimism for organization's goals.
4. Makes self available to staff and includes staff in planning, decision-making, facilitating, and process improvement.
5. Inspires respect and trust and is able to build morale and group commitments to goals and objectives.
6. Continuously works to improve supervisory skills.

Interpersonal and Communication Skills:

1. Exhibits good oral communication skills by speaking clearly and persuasively in positive or negative situations, listening without interrupting, getting clarification, and responding well to questions.
2. Reacts well under pressure and keeps emotions under control while using reason to manage difficult situations.
3. Works well in group problem-solving situations through objectivity and openness to others' views.
4. Exhibits good written communication skills by writing clearly and informatively, editing work for spelling and grammar, and varying writing style to meet needs.
5. Presents numerical data effectively.

Strategic Thinking and Actions:

1. Contributes to profits and revenues by working within approved budget, developing and implementing cost savings measures, and conserving organizational resources.
2. Aligns work to aid organization in meeting strategic goals through an understanding of organizations strengths and weaknesses as well as the business implications of decisions.
3. Puts success of team above own interests.

Qualifications

Education and Experience: Bachelor's Degree required. 2-3 years related experience required. CPA designation preferred.

Language Skills: Must be able to read and comprehend simple instructions, short correspondence, memos, safety rules, and procedure manuals. Must be able to write simple correspondence and/or routine reports. Must be able to effectively present information and respond to groups of customers, managers, clients, employees of the organization, and the general public.

Mathematical Skills: Must be able to work with mathematical concepts such as probability and statistical inference as well as apply concepts such as percentages, fractions, ratios, and proportions in practical situations.

Reasoning Ability: Must be able to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Must be able to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills: Must be familiar with Eclipse accounting software, database software, payroll systems, and word processing software. Must be proficient with Microsoft Office Suite.

Physical Demands: Must be able to frequently lift and/or move up to 10 pounds, regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Frequently required to sit, use hands, talk, and hear. Regularly required to stand and reach with hands and arms. Occasionally required to walk.

Work Environment: The noise level in the work environment is usually quiet.