Job Description: Accountant

FLSA STATUS: Exempt
REPORTS TO: Director of Finance
SALARY RANGE: $73,000 - $90,000
TELECOMMUTE ELIGIBLE: Yes
LAST REVISION: 03/05/2024

Summary/Objective

The Accountant is responsible for performing accounting duties such as preparing journal entries, reconciliations, complex financial analysis, interpreting financial information, audit, accounts payable, accounts receivable, and payroll functions for the agency.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Prepares full cycle of accounts payable and accounts receivable function for management approval and review.
- Resolves problems related to accounts payable and accounts receivable.
- Perform monthly bank reconciliations for all banking activities.
- Prepares monthly credit card receipt reconciliation and journal entries for credit card transactions.
- Processes accounts receivable, generating invoices and tracking payments.
- Records, balances, and classifies all revenue and expenditures to proper accounts in accordance with PacMtn and regulatory procedures such as GAAP and GASB.
- Enters information in the payroll system, ensures accuracy and completeness of hours, allocations, wages, benefits, address changes, and other information.
- Processes payroll as required, ensuring timely pay for all employees; completes liability transactions and payments for all payroll deductions for taxes, benefits, etc.
- Prepares general journal entries for monthly financial reporting.
- Reports and processes state and federal tax deposits, monthly, quarterly or as needed.
- Develops all 1099 and W2 tax forms annually.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Updates tax and financial information for personnel profiles in HR Management software.
- Assists in budget reviews and tracking of grant, project, and contract budgets.
- Gathers financial data and reports as requested; looks for patterns in data and communicates effectively to team.
- Ensures proper processes and internal financial controls are followed to maximize efficiency, compliance with federal state regulations, and integrity within the accounting system.
Assists with monitoring subcontract recipients to ensure compliance with federal fiscal and grant guidelines.

Audits entries and documents to ensure accuracy, propriety, proper account coding, adequate explanations, and other applicable information in accordance with federal and state regulations.

Assists Finance Director and CFO in gathering data related to annual financial audit.

Retains and files all financial records under file management system.

Assists with special projects such as fiscal sponsorship accounts processing.

Helps prepare and present training sessions for PacMtn staff related to financial compliance and/or record keeping.

May provide administrative support to human resources functions as assigned by the supervisor. Including benefit administration.

Analyzes fiscal data, grants or contracts in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)

Assists Finance Director by providing supporting documents for the annual compliance review conducted by the Employment Security Department’s (ESD) Workforce Monitoring Unit.

Assists Finance Director with the annual Financial, Single, and Accountability Audit by preparing schedules, audit notes, and providing supporting documents requested by the external auditors.

Research and update PacMtn policies to ensure the fiscal procedures are compliant with State and Federal requirements to meet ESD monitoring and external auditor needs.

Consults on payroll problems, federal taxes, electronic fund transfers, health insurance, garnishment, retirement, and other miscellaneous deductions and benefits;

Reviews, analyzes, verifies and corrects the accounting data into the HR Management system, State Retirement system and the health insurance vendor.

**Preferred Skills/Abilities**

- Bachelor’s degree in related field and/or
- 3+ years of finance, accounting, bookkeeping, or equivalent experience
- Excellent financial aptitude and experience. Knowledge of bookkeeping, accounts payable, accounts receivable and payroll process.
- Must be dependable, extremely trustworthy, and respectful of confidential information.
- Knowledge of financial institutions and nonprofit/ public sector finance.
- Proficient in financial data analysis.
- Excellent organizational skills and attention to detail.
- Good verbal and written communication skills.
- Proficient in Microsoft Office Suite, accounting software programs, electronic timesheet system, and other agency technologies and software.
Core Competencies

1. Financial Aptitude
2. Data Analytics
3. Communication
4. Time Management
5. Thoroughness

Work Environment

Work is typically performed sitting at a computer desk. Workdays and hours are subject to need and availability to ensure operational coverage throughout the work week. However, daily demands may require occasional early arrivals, late departures, extended hours, as well as weekend or holiday work.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. As necessary, a physical abilities assessment may be conducted to determine the capabilities of the employee.

- Prolonged periods sitting at a desk and working on a computer.
- Lift up to 20 pounds.

Travel Required

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Included in the PacMtn Benefits Package

Employees (and their families) are covered by medical, dental, vision and life and long-term disability insurance with additional allowance for dependent care. PacMtn also participates in the PERS Retirement System.

Employees will receive 11 paid holidays, a floating holiday, a community service day every calendar year and participation in PacMtn’s PTO program.
EEO Statement

PacMtn provides equal employment opportunities to all employees and applicants for employment and
prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex,
national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity
or expression, or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities,
duties or responsibilities that are required of the employee for this job. Duties, responsibilities and
activities may change at any time with or without notice.