

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Administration-Finance
Job Description

Date: August 2010
Exposure Determination Category 3

Salary Grade: 12-14
Chart # 1

Job Title: Staff Accountant II
Reports To: Chief Financial Officer

Areas of Responsibility: Ensure timely and accurate maintenance of ledgers, reports and journal required by funding sources; Prepare monthly, quarterly, and annual reports required by grantors; prepare monthly budget reports for program directors review.

Major Duties:

1. Input and verify budget numbers in accounting software.
2. Verify transactions by supporting documentation
3. Prepare monthly reports for CFO, programs and financial statements for the Board of Directors.
4. Ensure expenses presented for payment are entered timely and have required documentation.
5. Provide back up for Accounts Receivable/Inventory Specialist.
6. Prepare monthly bank reconciliation.
7. Maintain information necessary to calculate the expense reimbursement and request the proper reimbursement of the funding source.
8. Work with members of the finance department to meet semi-monthly, monthly, quarterly and annual deadlines.
9. Perform other duties as assigned.

Minimum Qualifications:

Grade: 12

1. AA Degree in Accounting and two years experience or five years accounting experience in company with assets of \$500,000 or more
2. Experienced in use of Microsoft Excel program and ability to learn CAPWN's automated accounting system.
3. Requires proficient level of written and verbal communication skills
4. Ability to work with culturally diverse groups of people
5. Attention to detail is imperative
6. Must be bondable
7. Must have a valid driver's license with good driving record and insured vehicle
8. Must be 21 years old or above

Grade: 13

1. Meet qualifications above and
2. Bachelors Degree in accounting or related field or eight years accounting experience with a company.

Grade: 14

1. Meet qualifications above and other specialized training.

Approved by: _____, Human Resources Director _____ Date

Approved by: _____, Program Director _____ Date