



Community Action of Eastern Iowa

Job Description

Job Title: Accountant

(Grade 46)

Department: Fiscal

Supervisor's Title: Business Manager

1. General Purpose of the Job: Prepares, analyzes, and interprets accounting records, financial reports and data processing services related to accounting.
2. Minimum Level of Education/Experience Required: Bachelor's degree in Accounting or Finance with minimum four years of accounting experience and supervisory experience. CPA license desirable.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois driver's license
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Provide day to day supervision for accounting technicians and payroll clerk
 - B. Follow accounting standards and procedures to ensure uniform accounting practices, internal controls, and compliance with federal, state, and local regulations
 - C. Monitor cash balances to ensure adequate cash flow
 - D. Review all monthly trial balances and combined financial status reports
 - E. Provide assistance when needed for payroll, tax deposits, etc.
 - F. Provide information, schedules, and assistance to auditors, federal and state monitors, and other funders
 - G. Provide assistance to Business Manager with reports and special projects
 - H. Maintain communication with Program Directors regarding expenditures
 - I. Make regular bank deposits and enter cash disbursements into proper accounts
 - J. Prepare financial statements for board and management

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds		X		
Up to 25 Pounds	X			
Up to 50 Pounds	X			
Up to 100 Pounds	X			
More than 100 Pounds	X			

Describe the specific job duties that require the physical demands selected above:

Filing, moving files from office to storage, reaching and bending for top and bottom file drawers, extensive data entry

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Routine Office Equipment				X
Computer				X
Motor Vehicle Operation		X		

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel		X		

B. Amount of noise typical for the work environment for this job: Moderate levels of noise, typical to office environment.

C. Describe the specific job duties that are affected by the environmental conditions selected above: Regular travel to bank

8. Protective Clothing/Equipment Required:

Not applicable

9. Supervisory Responsibilities: Accounting Technicians and Payroll Clerk

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 03/18/2015 By: MS