

<b>Job Title:</b> Accountant	<b>Department:</b> Finance
<b>Reports To:</b> Chief Financial Officer	<b>FLSA Status:</b> Non Exempt

### POSITION SUMMARY

The Accountant is responsible for providing professional accounting support to senior management, producing monthly financial statements used to track revenue and expenses, and supporting the organization's financial stability. This position is responsible for external grant reimbursements and financial reporting requirements, including fixed assets and capital project accounting and balance sheet reconciliations.

Management reserves the right to assign, reassign or change duties and responsibilities to this job at any time due to reasonable accommodations or other reasons. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### ESSENTIAL FUNCTIONS

- Reconciles balance sheet and bank statements to General Ledger
- Reviews and tests sample parking lot revenue reports for collections accuracy and remittances to JMAA
- Prepares and reviews journal entries
- Prepares gasoline and diesel usage reconciliation
- Manages petty cash account by disbursing funds to staff and reconciling petty cash account.
- Maintains the fixed asset sub-ledger for JMAA's property (includes additions, deletions, and/or property updates).
- Maintains work-in-progress files for capital projects, closes out projects, and capitalizes fixed assets.
- Leads internal fixed assets audits
- Administers external grants by processing drawdown requests, preparing financial reports and grant updates; and facilitates grant closeouts
- Inputs and retrieves fiscal and statistical information from the computer
- Answers accounting questions and explains procedures to staff

#### Other Duties:

- Represents the organization, both internally and externally, by supporting the strategic direction, strategic priorities, objectives, vision, mission, and values of JMAA
- Provides courteous and prompt service to all internal and external parties; Prioritizes and addresses requests and assignments in a professional and cooperative manner
- Identifies opportunities and recommends methods to improve service, work processes and financial performance (e.g., procedure optimization); Assists in the implementation of quality improvement initiatives
- Assists co-workers in the completion of tasks and assignments to ensure continuity of service; Actively supports teamwork throughout the organization
- Performs other duties as assigned

### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

### EDUCATION AND/OR EXPERIENCE

This position requires a Bachelor's Degree in Accounting or Finance. A Master's Degree in these or related field is preferred. The individual must have five years of experience in accounting and/or auditing. Experience working in a complex public sector environment with rapidly-changing needs, multiple sources of funding, multiple service contracts, and multi-agency contracts is strongly preferred. This position may require travel between JMAA's locations and, therefore, an individual must possess a valid Mississippi Driver's License and must be able to pass and maintain background and security clearances.

## SKILLS AND ABILITIES

The individual must be able to read, analyze, and interpret financial reports, and legal documents; respond to common inquiries or complaints, regulatory agencies, or members of the business community; effectively present information to top management, public groups, and/or boards of directors. The individual must be able to discern problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. To perform this job successfully, an individual should be computer competent and have knowledge of Munis, Payroll software, Microsoft Word, Excel, and Outlook. Additionally, the individual must be attentive, dependable, ethical and professional in performing job functions and in being a part of the overall team.

## AMERICAN WITH DISABILITY SPECIFICATIONS

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to perform the essential functions of the job successfully with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. Specific vision abilities required by the job include close vision and the ability to focus. This job may require some combination of lifting up to 25 pounds occasionally, bending, squatting, stooping, and crouching. Tasks involve sitting and operating a computer for extended periods of time.

**Work Environment:** The work environment is considered to be that of a typical business/office operation. The noise level of the work environment is usually moderate.

**NOTE:** This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The organization reserves the right to change this description at its discretion.

This job description was approved on: \_\_\_\_\_, \_\_\_\_\_.

Date job description approved                      Approving Authority

## SIGNATURES:

Employee	Date
Supervisor	Date