

Position: Full-Charge Bookkeeper (Accountant)

Job Status: Grade 12, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Bachelor's Degree in with a major in business administration, accounting, or business preferred with a minimum of an Associates degree in business administration, accounting, or business.
- Should have three (3) years experience in bookkeeping or accounting practices; experience in non-profit accounting, governmental contract/grant accounting is preferred
- Must operate a 10-key adding machine or calculator by touch; a working knowledge of micro-computers using electronic spreadsheets, such as Microsoft Excel, on an intermediate to advanced level; using electronic word processing software, such as Microsoft Word, on an intermediate level
- Must be able to push, pull or lift a minimum of 40 pounds for a distance of 10 feet

III. Specific Responsibilities:

Economic Opportunities Advancement Corporation

Full-Charge Bookkeeper (Accountant)

Finance

1. Assist in implementing the day-to-day functions of the accounting/finance department
2. Implement policies and procedures that govern the accounting/finance function of the organization
3. Assist in standardizing the methods in which accounting work will be accomplished
4. Maintain general ledger(s) and books of original entry on the accrual basis
5. Prepare monthly financial statements including balance sheet(s), income and expense reports, trial balances and other reports as directed on a timely basis to meet funding source and board of directors' reporting requirements
6. Reconcile bank statements to the respective general ledger control account balance(s)
7. Prepare written financial and statistical reports as directed including monthly analysis of accounts, supporting calculations for journal entries, etc. for permanent filing purposes for each respective general ledger assigned
8. Develop and utilize computer reports and output
9. Assist in the planning and implementation of changes in the accounting system as necessary or directed
10. Ensure that an adequate supply of accounting supplies and equipment are on hand to meet the day-to-day operational needs of the department, reporting equipment or office supply needs to the Assistant Controller or designee.
11. Maintain confidentiality of all corporation information
12. Must be able to read, write and understand the English language
13. Must possess the ability to make independent decisions when circumstances warrant such action
14. Must be able to type 40 words per minute or keyboard 65 wpm
15. Must not pose a direct threat to the health or safety of other individuals in the workplace
16. Must be able to move intermittently throughout the workday
17. Must be able to cope with the mental and emotional stress of the position

Economic Opportunities Advancement Corporation

Full-Charge Bookkeeper (Accountant)

Finance

18. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
19. Must function independently, have flexibility, personal integrity and the ability to work effectively with personnel
20. Must be knowledgeable of principles of governmental accounting, including budgeting, cost reporting, taxation, etc.
21. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures that are necessary for providing sound accounting techniques
22. Perform other duties as assigned.

Immediate Supervisor: **Assistant Controller**

Date of Approval _____