

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Accountant**

Reports to: Accounting Coordinator

Classification: Non-Exempt

Revision Date: February 12, 2021

Salary: \$21.10 per hour (start salary) negotiable DOE

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

The position of Accountant is responsible for preparing and recording journal entries and deposits, processing accounts receivable, processing workman compensation quarterly reports, serving as back-up for payroll and other functions, managing check fraud services, monitoring and assisting in the processing of sub-recipient invoices, and preparing monthly bank reconciliations and reports. The accountant must be knowledgeable in GAAP, detail orientated, and fluent in Microsoft Excel.

Below is the framework of the essential duties assigned to the Accountant; however, 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.

PRIMARY/ESSENTIAL RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Process Accounts Receivable.

Supporting Skills

- Prepare, produce, and send invoices.
- Compile and track expenses and other information to produce IFA invoices.
- Process and post accounts receivable payments to accounting software.

2. Prepare and Record Deposits.

Supportive Skills

- Acknowledge receipts and record deposits.
- Track company fund requests.
- Submit deposits for review.

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3. Prepare and Record Journal Entries

Supporting Skills

- Prepare monthly journal entries and as needed
- Record transactions in accounting software
- Make and distribute appropriate copies
- Submit for review

4. Process Quarterly Workman's Compensation Reports

Supporting Skills

- Reconcile participant incentives to accruals
- Reconcile staff wages to accruals
- Track client names and workman's code
- Track staff names and workman's comp codes
- Prepare and submit provider reports
- Reconcile accruals to provider invoice
- Submit invoice for payment
- Prepare and submit reports to provider during annual audits
- Assist in contacting provider for new workman's codes

5. Serve as Back-up for Processing Payroll

Supporting Skills

- Compute timecards, leave time, and insurance
- Ensure staff inputs hours correctly into third party software
- Input employee records changes submitted by Human Resources
- Ensure all information is complete and accurate
- Submit payroll to third party service provider (Paycor) on a timely basis
- Download payroll reports once provided by Paycor
- Process both payrolls every other month while training
- Process payroll at least once every two months once trained
- Become fluent in the Paycor software

6. Serve as Back-up for Accounts Payable

Supporting Skills

- Input invoice coding into accounting software
- Generate payments
- Input support services payments into Excel
- Make necessary copies

7. Manage Check Fraud Services

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Supporting Skills

- Gather check registers and input check numbers into required file format
- Upload checks numbers issued to bank
- Review daily Exception Report
- Respond and make decisions on noted checks

8. Reconcile and Prepare Student Activities Bank Reconciliation and Financials

Supporting Skills

- Reconcile monthly bank account
- Prepare monthly board reports

9. Supervise and Assist in the Processing of Sub-recipient Invoices

Supporting Skills

- Assist staff when processing and reviewing sub-recipient invoices
- Review invoices and attached back-up before staff submits for payment
- Ensure funding allocations are correct
- Ensure all proper documentation is attached
- Ensure invoices are submitted for payment on a timely basis

10. Assist in Other Accounting Duties

Supporting Skills

- Acknowledge and receive merchandise
- Assist in processing participant timesheets and checks when necessary
- Assist in tracking providers' participants
- Assist in auditing sub-recipients
- Other duties as assigned

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

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- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;

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- Show humility for the role played in the lives of others; Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language:

- **Communicating:** Communicating with others to convey information effectively.
- **Comprehension:** The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- **Speech Recognition:** ability to identify and understand the speech of another person.
- **Speech Clarity:** ability to speak clearly so others can understand you.
- **Writing: The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- **Written Comprehension:** ability to read and understand information and ideas presented in writing.
- **Written Expression:** The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
- **Reading Comprehension:** Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
- Fluency in the English language required.

Mathematics:

- Apply mathematical concepts such as probability, fractions, percentages, and ratios, and algebra.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rates and percentages.
- Analyze documentation.

Reasoning:

- **Problem Sensitivity:** ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- **Deductive Reasoning:** ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- **Inductive Reasoning:** ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Critical Thinking:** use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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- Interpret a variety of technical instructions.

Technology:

- Demonstrate proficiency in Microsoft Excel.
- Demonstrate knowledge in computer software including but not limited to Microsoft Outlook and Microsoft Word.
- Fluent in using accounting software (knowledge of Financial Edge accounting software is a plus).
- Demonstrate proficiency on a 10 key calculator.

Socioeconomic:

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory:

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management:** Managing one's own time and the time of others.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **This position has no direct supervisory responsibility.**

Interpersonal:

- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
- Service Orientation: Actively looking for ways to help people.
- Must possess excellent interpersonal skills.
- Must demonstrate excellent self-control and confidence during presentations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.

Other:

- Must demonstrate the Core Values of the Organization.

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- **Must be detailed orientated**
- **Must be able to meet deadlines**
- **Must be able to complete projects will minimal supervision using critical thinking skills.**
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance.
- **Must possess or be able to obtain an Arizona Fingerprint Clearance Card.**
- **Must be able to clear a background check with Arizona Child Safety Central registry.**

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting and two years of progressively responsible experience in accounting; or an equivalent combination of direct work experience and/or education equaling 4 years, that provides the knowledge, skills, and ability to perform required tasks.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.