

JOB DESCRIPTION

JOB TITLE: Accountant

DEPARTMENT: Financial Services Department

CATEGORY OF EMPLOYMENT/STATUS: Professional

CATEGORY OF EMPLOYMENT/ CLASSIFICATION: Full-Time/Exempt

JOB / FUNCTION SUMMARY: Perform all accounting duties relating to this position as detailed below. Provide accurate and timely reports, analysis and information to the Assistant Director of Finance and the Director of Finance. Assist the Finance Management in quality compliance reviews to ensure proper quality work products. Major function is the monitoring and accounting for the Agency's State DDD cost reimbursement contract. In a customer service mode be an information resource for other Finance Department staff members and employees of the agency. Verify the accuracy and reasonableness of the agency's accounting records to the respective detail support data. Assist in other functions of the Finance Department to support the agency's needs.

LOCATION: Generally duties are performed at the Agency's main office in Manville, NJ. From time to time duties may be performed at other Agency locations in Somerset County.

FUNCTIONS TO BE PERFORMED (DUTIES & ASSIGNMENTS):

Essential Accountant Functions - performed include the following but are not limited to those functions listed below:

1. Develop and maintain proper accounting systems and controls with generally accepted accounting principles. Develop and prepare required monthly, quarterly and yearly reports needed for the Agency, State and other Funding Sources. Providing accurate and timely reports from the accounting software system and manual records.
2. Assist in the development of Budgets, monitoring and inputting data in various systems and spreadsheets for DDD, which is the Agency's major funding source. Assist with budget to actual variance analysis.
3. Perform all Agency bank reconciliations in a timely manner.
4. Become a resource to all Arc employees for financial information. Reply to all staff questions in a timely manner. Follow up on pending items until they are properly resolved.
5. Work as a "team player" to assist other Finance Department staff members in the completion of their individual workloads. Ongoing improvement of knowledge base on the areas of responsibility through individual initiative and through training from the Assistant Director of Finance and the Director of Finance. Assist as a back up in the Department functions as required by workload and PTO requests.

Accountant Functions – Perform the following general areas on an individual basis with back up by the other finance staff members including the Assistant Director of Finance and the Director of Finance.

1. **Division of Developmental Disability (DDD) Financial Reporting:** Responsible for the timely, accurate data record keeping and accounting required to support DDD funding requirements and tracking of related reimbursable expenses. Responsible for Budget modification reporting and special reports as requested from DDD. Responsible for DDD Contract Modification Data.

Month End Review: Responsible for Month End Account Analysis. Prepare journal entries on a monthly basis such as pre-pays, accruals and intercompany reconciliations, accounts receivable, revenue recognition – assist with the preparation of year end closings. Assist in the preparation of work papers for the annual audit.

2. **General Reporting Functions:** Responsible for Capitalization of Fixed Assets and Facilitate Agency Wide Fixed Asset Inventory. Responsible for Restricted/Designated Funds Reporting and Expense Analysis.
3. **Reporting Functions:** Responsible for monthly, quarterly and yearly reporting to DDD and other Agencies requiring financial reporting from the Arc of Somerset County. Responsible for providing accurate Financial Statements that are reviewed and distributed timely.
4. **Special Projects:** Responsible for Special Project Analysis as assigned. Perform additional duties as required by the nature of the position or assist in other Finance Department areas as requested by supervisor.
5. **Bank Reconciliation Functions:** Interact with agency banks, finance personnel, auditors and supervisor to complete processing and reply to questions in a timely manner. Maintain up to date files. Prepare and submit required information for fiscal year certification.
6. **Financial General Ledger Specialty Functions:** Serve as back up to Assistant Director, maintain complete chart of accounts. Understand accounting principles and detailed general ledger transactions. Prepare ad-hoc reports for analysis as necessary.
7. **Accounts Receivable Processing:** Maintain proper and timely processing of accounts receivable.
8. **Attendance Records:** Receive Consumer attendance records for electronic submission to the State of New Jersey on a monthly basis and enter into DDD's Attendance system.
9. **Daily Sheets:** Prepare journal entries and application of payments from the daily cash activities.
10. The employee agrees to cooperate with the Agency and DDD Staff during any inspection or investigation
11. Requires an in-depth knowledge of accounting. Strong computer skills, including Excel, Word and Outlook are needed. Knowledge of accounting software desired.

IMMEDIATE SUPERVISOR: Assistant Director of Finance

POSITION WITHIN TABLE OF ORGANIZATION: See Table of Organization

EDUCATIONAL EXPERIENCE / TRAINING REQUIREMENTS: An Associate's degree with 4 years of directly related accounting experience required. BA/BS in Accounting with at least 1-2 years of related work experience preferred.

EQUIPMENT USAGE: Must be capable of independent operation of computer-based programs, calculator and other general office equipment.

JUDGMENT AND INITIATIVE REQUIREMENTS: Must be able to train other employees in basic accounting procedures and concepts. Must regularly use independent judgment for decisions on financial related duties assigned to the position. Must use initiative in resolving problems and questions somewhat independent of the Assistant Director or Director. Must have the ability to use available resources and investigate resolutions to problems. The ability to manage priorities while maintaining accuracy and meeting deadlines.

COMMUNICATION SKILLS: Must be able to give positive direction to others to improve their job performance. Must be able to relate finance terms and transactions to other non-accounting staff member when replying to questions and concerns. Must communicate well both orally and in writing English. Must have a consumer service attitude when replying to questions from other staff members, outside vendors and other contacts.

WORKING CONDITIONS / HAZARDS: The behavior of consumers may change dramatically without obvious cause, which may create, at times, hazardous situations.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE : August 1, 2013

DISCLAIMER CLAUSE: This job description and specifications are not intended and should not be construed to be an complete list of all job responsibilities, skills or working conditions associated with this position. The above is intended to be an accurate reflection of the principle requirements of the position within the Agency's operation. Additional duties may be assigned by the immediate supervisor at any time and thus become requirements of the position to be completed by the employee.

Revised: 8/13