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| **CAPITOL REGION EDUCATION COUNCIL POSITION DESCRIPTION** |
| **Position Title:** Accountant **Program:** Business Services  **General Purpose:**  Under the direction of the Controller, to assist in the preparation of proposal and program budgets, provide accounting and reporting service to maintain health insurance, fixed assets, unemployment records, and to maintain cash in the most efficient manner possible.  **Essential Duties and Responsibilities:** 1.     Assists program managers in the preparation of operating budgets and grant proposals using various templates, spreadsheets, application of appropriate cost principles, indirect cost rates and internal charges.  Submits inter-district budget proposals and revisions.  Maintains accounting records to ensure up to date account balances and monitors and reports budget performance and compliance with Board approvals and external funding sources.  Makes budget modifications and journal entries for budget changes or corrections. 2.     Performs one or more specialized accounting functions such as creation of purchase orders, paying invoices, depositing program receipts, requesting grantor modifications, monitoring accounts receivable accounts, calling overdue accounts, monitoring and funding self insurance account, maintaining database of employee health, life and LTD including payment of premiums and payroll accounting, maintaining fixed asset list, monitoring of unemployment fund, reconciliation of cash and cash management. 3.     Prepares year-end schedules and reports in preparation for CREC’s annual audit, and State and Federal audits. 4.     Prepares a variety of management reports for CREC, and reports for various government agencies, insurance carriers and LEA’s.  Interprets accounting reports and procedures.  Makes journal entries to charge programs for various cost items.  **Knowledge, Skills and Abilities** Requires BS/BA degree in Accounting with two years of experience in governmental/grant accounting or equivalent combination of education and experience.  Must be familiar with computer applications, in particular *Microsoft Excel* and *Word*.  Must have excellent knowledge of State and Federal grant rules and an understanding of indirect costs and the application of indirect cost rates.  Requires knowledge in the use of the financial software used by CREC.  **Supervision** None.  **Working Conditions** Normal.  These statements are intended to describe the general nature and level of work being performed rather than give an exhaustive list of all duties and responsibilities.  **Date:** 3/12/98 |