



ACCOUNTANT II

Job Description Form

Division/Department	Finance		
Location	2010 Bridge Blvd. SE, Alb., NM 87105		
Reports to	Christine Reeders	<i>Title</i>	Chief Finance Officer (CFO)
Level/Grade	Type of position:	Hours <u>40</u> / week	
6	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	

SUMMARY

Responsible for performing various duties to support the accounting function's goal of timeliness and accuracy including journal entry preparation, general ledger analysis and reconciliation. Prepare payroll and timely vouchers; assist in monthly financial statement preparation, and oversight of accounts receivable and payable.

RESPONSIBILITIES

- Ensures complete, accurate and timeliness of documentation of accounting records.
- Understanding of payroll; verifies accuracy and completeness of documentation.
- Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger.
- Prepares reimbursement request vouchers for contracts/grants in compliance with contract/grant specifications.
- Assists in maintaining financial records and ensuring that financial transactions are properly recorded.
- Assist with month, year & contract end closes of all practices in an accurate and timely manner.
- Assist with independent auditor information requests for interim and year-end audit.
- Assists customers, vendors and employees with the technical process issues.
- Recommend and assist in the implementation of new or revised accounting systems, procedures, and records.
- Maintains strict confidentiality.
- Respond appropriately to the cultural differences among the Agency's service population.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the public at all times.
- Completes all other duties and special projects as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment. Ability to lift up to 20 lbs. on occasion (boxes, paper, office supplies, etc.)

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WORK EXPERIENCE REQUIREMENTS

- Minimum of three years’ experience in an Accounting, Accounts Receivable or similar role **AND** at least two years of experience performing duties comparable to an Accounting I position.
- Minimum of (2) two years of work experience with Federal, State & City grants.
- Knowledge of GAAP (Generally Accepted Accounting Principles), indirect cost rates, and government funding compliance.
- Work independently and with minimal supervision.
- Effective analytical and problem-solving skills.
- Strong attention to detail in working with numbers and written information.
- Proficiency with Microsoft Office, Excel, and financial systems/databases or tracking tools, etc.
- Strong interpersonal, oral and written communication, and listening skills.
- Ability to respond and work effectively and efficiently in a multi-tasking environment with deadlines.
- Ethical behavior when dealing with sensitive financial information.
- Willingness to comply with all agency, local, state, and federal financial regulations.
- Valid NM Driver's License may be required for some positions.
- Hiring requirements include a criminal records background check clearance.

EDUCATION REQUIREMENTS

- Bachelor's degree in accounting, business administration, or related field required; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Bilingual in English/Spanish preferred.

Employee’s Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	