

Barren River Area Development District (BRADD)
Position Description

Class Title: Staff Accountant (Entry Level)

Department: Finance

Supervisor: Finance Director

Supervises: None

Exempt Status: Exempt

Class Characteristics: Under the general direction of the Finance Director, prepares and maintains accurate bookkeeping records for the BRADD, including state and federally funded grants; issues checks for various programs; maintains accurate records detailing how monies were disbursed; prepares reports as required; performs other duties as required.

Essential Duties and Responsibilities:

1. Verifies and posts transactions to journals, ledgers and other records.
2. Reviews and prepares AP vouchers and credit card reports.
3. Assists with budgets; prepares grant financial reports and invoices for grantors.
4. Provides backup in processing payroll and all functions related to payroll.
5. Assists with all aspects of the Waiver programs.
6. Creates and maintains fixed asset procedures and policies.
7. Reviews vacation/sick leave accruals and usage.
8. Provides technical assistance and troubleshooting for accounting software users.
9. Maintains confidentiality of financial and personal information.
10. Performs other duties as needed.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in Accounting; no previous work experience required but is preferred.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of basic accounting principles.
2. Knowledge of federal and state laws and administrative regulations relating to financial management.
3. Knowledge of theories and practices of not-for-profit or governmental financial administration and accounting.

4. Knowledge of internal control guidelines, applicable OMB circulars, Common-Rule Federal regulations, federal travel regulations and policy manual for certain grants.
5. Knowledge of personnel policies and procedures.
6. Knowledge of, or ability to learn, cost principles governing applicable programs.

Skills:

1. Advanced skill in the use of computers and other office equipment, specifically MS Excel.
2. Reasoning/problem solving skills.
3. Analytical skills.
4. Organizational skills.

Abilities:

1. Ability to apply accounting principles and procedures, federal and state regulations, and office procedures, practices, systems, and equipment as applied to financial operations.
2. Ability to work independently and without supervision.
3. Ability to prioritize work and meet deadlines.
4. Ability to determine if management decisions comply with applicable laws and regulations.
5. Ability to prepare financial reports and statements in accordance with predetermined requirements.
6. Ability to recognize problems and recommend corrective action.
7. Ability to maintain a high level of accuracy.
8. Ability to establish and maintain effective working relationships with funding agencies, contractors, officers and employees of the agency, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically, but also must use own judgment.

Processes: Required to occasionally consider different course of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed as needed.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds, which directly affect the policy of the organization.

Decisions and Judgments: Making decisions relative to invoice problems and decisions and judgments relative to employee problems.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, calculator, printers, telephone, etc.); may be required to use personal vehicle if agency vehicle is in-use/reserved.

Physical Demands: Work is typically performed indoors at a desk or table in a temperature controlled environment with intermittent standing, stooping, and walking; must lift light objects (less than 25 pounds) as a job requirement.

Contacts: Frequent public and internal contacts. Tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid drivers' license.

Availability: None.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

**The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*