



## STAFF ACCOUNTANT

**Classification**

Non-Exempt, Non-Bargaining Unit

**Reports To**

Director of Finance & Administration

**Salary Range**

FT \$18.26 - \$29.22 per hour

**Date**

March 22, 2019

**Job Description**

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**Summary/Objective**

The staff accountant position is responsible for the maintenance and control of general ledger accounts by reviewing financial records and applying Generally Accepted Accounting Principles (GAAP). Strong critical thinking and problem-solving skills are necessary to success in this role.

**Essential Functions**

- Prepares financial analyses to assist management in evaluating the current and future financial status.
- Ensures accuracy of keyed in records and contacts management with any discrepancies.
- Reconciles operational revenue.
- Performs collections and demonstrates cash control awareness.
- Records customer payments in subsidiary ledger and general ledger.
- Prepares bank deposits and records entry to accounting system.
- Prepare accurate and timely billings.
- Records and pays vendor invoices.
- Collect payments in a timely manner and refer to collections as needed.
- Prepares and enters journal entries in the general journal.
- Reviews refunds and adjustments.
- Assists with customer service functions.
- Supports members of the Finance Department as requested.
- Completes special projects as assigned.

**Competencies**

- Communication – Respect & Response
- Ethical Conduct – Honesty & Integrity
- Problem Solving – Initiative
- Productivity – Delivering Results

**Required Education and Experience**

- Bachelor's Degree in Accounting or Finance
- 3+ years Accounting work experience



#### **Additional Eligibility Qualifications**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards (GAS).
- Knowledge of laws and regulations governing financial management.
- Experience with cash handling.
- Excellent verbal, written, analytical, interpersonal, and organizational skills.
- Ability to identify problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of financial computer systems, including QuickBooks.
- Proficiency with Outlook and MS Office software, including Word and Excel, with the ability to adapt to new technology.
- Ability to work effectively in a team environment.

#### **Position Type/Expected Hours of Work**

This position is a full-time, non-exempt position. Days and hours of work are typically Monday through Friday, 7:30 am to 5:00 pm.

#### **Work Authorization/Security Clearance**

Candidate will be required to successfully pass drug screen, credit and criminal background clearance.

#### **Supervisory Responsibility**

This position has no supervisory responsibilities.

#### **Work Environment**

This position operates in a professional office environment and may be subject to the outside environment for periods of time on a weekly basis.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. At times, this position requires medium work exerting up to 50 pounds of force occasionally.

#### **AAP/EEO Statement**

The Lancaster Parking Authority (LPA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the LPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

#### **Other Duties**

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.