



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Accountant	Bargaining Unit	Non-represented
Functional Job Family	Accounting & Finance	Classification #	8013
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	321
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Apply principles of accounting to analyze financial information and prepare financial reports. Perform a wide variety of regular and recurring moderately complex accounting functions.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Compile and analyze financial information to prepare entries to general ledger accounts documenting business transactions.
- Analyze and reconcile assigned general ledger accounts and prepare corresponding journal entries; perform assigned account reconciliations; analyze data and identify all activity in order to make an appropriate determination.
- Perform maintenance of capital assets by reviewing authorization of assets and updating the asset list as needed.
- Analyze accounts receivable (AR) accounts and aging report to determine appropriateness of finance charges and process month-end AR statements.
- Review and approve journal entries submitted by accounting staff such as cash receipts and ensure corrections to accounts are done on a timely basis.
- Review, process, and assign applicable account codes for all related invoices; enter vouchers in system for payment and route vouchers with supporting documentation to management for approval and inclusion in weekly check run.
- Reconcile purchase card monthly statements by reviewing submitted receipts for comparison to monthly statements; correct account codes accordingly and submit statements for approval.

**Secondary Functions:**

- Assist with resolving accounting issues/problems.
- Communicate regularly with financial institutions to complete various banking transactions.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to temporary staff and/or assist with orientation of new members of the work group.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Bachelor's Degree with major course work in accounting, business, or finance, and
- A minimum of two (2) years of experience in accounting, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP), accounts receivable, accounts payable, financial statements, and auditing methods and standards.
- Knowledge of computerized accounting systems, such as JDEdwards, PeopleSoft, Event Business Management System (EBMS), and various Microsoft applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evening, weekends, and holidays

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; sit for extended periods of time.
- Rarely required to stand and/or walk for extended periods of time, hear and/or respond to verbal/audio cues, stoop, keel, crouch or crawl, twist and/or bend, reach with hands and arms, and lift, push, pull and/or carry objects up to 10 pounds.



“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date