

Woodmen Hills Metro District

Staff Accountant

Job Title: Staff Accountant
Department: Administration
Reports To: Rachel Hawkins
Job Type: Full-time
FLSA Status: Non-Exempt
Prepared By: Rachel Hawkins
Prepared Date: 01/30/2019

Submit applications and direct questions to Rachel Hawkins at rachel@whmd.org.

Summary Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Accounts payable, including but not limited to, processing purchase orders, processing invoices, filing, processing checks
- Maintaining vendor relationships, including but not limited to, ensuring tax exempt status, getting proper paperwork from new vendors
- Ordering supplies, helping schedule employees to go to training, order or schedule necessary tasks that need to be completed
- Monthly reconciliations of bank accounts
- Help in preparations for monthly board meeting
- Transcribe board meeting minutes after monthly board meeting
- File quarterly gas tax refund
- Annually renew vehicle registrations
- Enter vehicle mileage in QuickBooks
- Ensure proper petty cash handling
- Answering customer calls and walk in questions
- Processing and entering customer payments
- Assisting with customer shut offs
- Entering receivables into QuickBooks
- Helps develop and follow annual budget

- Will be asked to perform other positions in the office in order to help operations flow smoothly
- Self-starter, and independent worker
- Team player, willing to jump in assist wherever when needed

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills To perform this job successfully, an individual should have knowledge of QuickBooks Accounting software; Excel Spreadsheet software and Microsoft Office Word Processing software.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.