

## Job Description

<b>Job Title</b>	<b>Accountant</b>
<b>Reports To</b>	<b>Chief Financial Officer</b>
<b>FLSA Status</b>	<b>Exempt</b>
<b>Date</b>	<b>November 2004</b>

### **Job Summary**

Responsible for all aspects of the Accounts Payable and Accounts Receivable functions as well as assist in monthly account reconciliations for related accounts.

### **Job Responsibilities**

**To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.**

#### **Accounts Payable**

- Enter accounts payable (invoices, expense reports and check requests) into computerized accounting system. Enter new vendors if necessary.
- Route outstanding invoices to department heads and managers for approval and coordinate with those department heads and managers and the related vendor if any items are in dispute. Ensure that all invoices are approved and returned for payment in a timely fashion.
- Coordinate with department heads and managers to ensure proper general ledger coding of all invoices.
- Ensure that all outstanding invoices are paid on time by making systematic check disbursements each week and coordinating with the SVP and President in getting the checks signed and mailed out to the respective vendors.
- Act as staff liaison with all outside vendors in responding to questions on status of payment.
- Process employee expense reports in compliance with organization travel policies.
- Prepare all necessary inter-company entries for all invoices where the charges are for ABA, NBTA, ABAF and Buses, LLC. Prepare the monthly reconciliation of the inter-company account. Keep all supporting documentation for these transactions.
- Reconcile accounts payable and related accounts on a monthly basis.
- Maintain all vendor files and other accounts payable documents.
- Other duties as assigned.

#### **Accounts Receivable**

- Review all incoming cash receipts. Prepare bank deposits for all incoming checks.
- Batch incoming cash receipts for data entry into the TEAM Membership Database.
- Process and batch all incoming credit card orders.
- Serve as staff liaison for all inquires, internal and external, regarding cash receipts (cash, checks and credit cards).
- Perform monthly bank reconciliations and related research.

- Maintain all cash receipt and TEAM batch files.
- Other duties as assigned.

### **General Office**

- Maintains postage meter including placing appropriate levels of funding throughout the year.
- Assist CFO in ordering office supplies including purchase of kitchen supplies.
- Relieve receptionist during their lunch.
- Other duties as assigned.

### **Supervision Received**

Supervision and direction is received from the CFO.

### **Working Relationships**

The Accountant interacts with all employees in all departments, as well as vendors and member and non-member customers.

### **Minimum Qualifications**

**To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.**

#### **Education/Experience**

1. Minimum of 2 year Accounting degree.
2. 3 years of general accounting, accounts payable or accounts receivable experience.

#### **Knowledge, Skills and Abilities**

1. Strong attention to detail required as well as proficiency in time management
2. Experience with computerized accounting systems, preferably Great Plains Dynamics and membership data bases, preferably TEAM.
3. Computer proficiency is a must. Microsoft office, particularly Excel is required.
4. Ability to diplomatically work with employees, vendors and outside customers.
5. Ability to handle multiple tasks and work well under pressure.
6. Strong communication, problem solving and interpersonal skills.

### **Working Conditions**

General office. Infrequent travel.

**This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. ABA has the right to revise this job description at any time. ABA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and ABA.**

<b>Employee's Signature</b>	<b>Date:</b>
<b>Manager's Signature</b>	<b>Date:</b>