

## **Region V Systems**

### **JOB DESCRIPTION**

**Position:** Accounting Associate  
**Reports to:** Assistant Fiscal Director  
**Supervisory Responsibilities:** None  
**Work Schedule:** Full Time (40 hours per week)  
**Salary Grade:** Grade 5 (Compensation Schedule #1)  
**FLSA Status:** Non-Exempt  
**Last Revised:** December 2018

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### **GENERAL FUNCTIONS**

The Accounting Associate provides accounts payable and general ledger administrative support services for the Fiscal Department, working under the close direction of supervisory personnel. Accuracy and attention to detail is imperative to this position, with the incumbent exercising critical thinking skills to execute assigned tasks.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### ***A. Accounts Payable***

1. Review and general ledger code accounts payable invoices.
2. Rental Assistance Program rent and flex fund tracking; other housing payment tracking as needed.
3. Create Network Provider payment sheets and complete monthly capacity report.

#### ***B. General Ledger***

1. Prepare month-end journal entries.
2. Prepare monthly general ledger tracking reports.
3. Assist in preparation of various financial reports.

#### ***C. Accounts Receivable (cross-trained as peer back-up)***

1. Prepare accounts receivable invoices.
2. Monitor aged accounts receivable.

#### ***D. Other Duties and Responsibilities***

1. Maintain receipts and authorizations for individual credit cards.
2. Maintain procedures notebook.

## **OTHER DUTIES**

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.

## **EDUCATION & EXPERIENCE**

### **Minimum Requirements**

- Associate's degree in a field related to accounting, business management, or finance (3-5 years' experience related to performing accounts payable and general ledger functions may be considered in substitution of degree).

### **Preferred**

- Experience performing accounts payable/receivable and general ledger functions.
- Experience using Sage 50 software.
- Experience using Excel software.

## **ABILITIES & SKILLS**

- Ability to understand and utilize accounting principles.
- Proficient math and calculator skills.
- Ability to use mathematics to reason or solve problems.
- Proficient Word processing skills, with knowledge of Microsoft Office Pro (Word, Access, Publisher, Excel, and PowerPoint) software.
- Attention to detail and accuracy.
- Ability to use good judgment in handling sensitive documents of a confidential nature.
- Ability to carry out directives as given.
- Ability to work independently, handle multiple tasks/projects simultaneously, and prioritize responsibilities to effectively manage time to meet necessary deadlines as directed.
- Ability to maintain a high level of dependability.
- Ability to read and understand information and ideas presented orally and/or in writing to complete assigned tasks.
- Ability to maintain effective working relationships with supervisor, peers, co-workers, business stakeholders, and the public.
- Ability to write, speak, and understand English as necessary to effectively perform position and to communicate with supervisors, employees, or clients incumbent works with based on the assumption that such individuals can only write, speak, and understand English.
- Willingness and ability to be a team player.

## **WORK ENVIRONMENT**

- Work is normally performed in an interior office environment.
- Typical hours of work will generally fall within Region V Systems' business hours: 8:00 a.m. – 4:30 p.m.
- Responsibilities may require an adjusted work schedule, overtime, and evening/weekend hours to meet business needs of the organization.
- Must be present on a consistent basis during those periods of time when critical deadlines need to be met.
- Performance of certain job responsibilities in this job description may be enhanced by or may require the use of a cell phone.
- Incumbent must have ability to travel on a periodic basis and is required to have, and maintain, personal, reliable transportation to travel to meetings/activities within Region V Systems' 16-county area as required to perform job.
- Incumbent must have, and maintain, a valid Nebraska driver's license and have, and maintain, current vehicle insurance.

### **Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the policy and procedures manual is a contract for employment.

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Employee Signature

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Date