



Job Description

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TITLE:

Staff Accountant

REPORTS TO:

CFO

SUMMARY OF RESPONSIBILITIES:

The Downtown Development District is seeking a diligent and detail-oriented Staff Accountant professional to join our team. In this role, you will be responsible for managing the Accounts Payable, Accounts Receivable, Revenue Collection and Procurement of the Agency Portfolio.

A SUCCESSFUL STAFF ACCOUNTANT:

Assists in the month-end closing process, journal entries, reconciling balance sheet accounts, and analyzing variances.

Supports the preparation of financial statements and management reports in compliance with Generally Accepted Accounting Principles (GAAP) and Agency policies.

Ensures compliance with local, state, and federal government requirements.

Conducts revenue analysis as needed as well as trend analysis, and monitor/report sales activity.

QUALIFICATION STANDARDS

The ideal candidate will possess these professional and personal attributes:

EDUCATION

3+ years in various accounting roles, AR, AP, Billing, Revenue Collections, Financial Statements, Tax and Audit required.

A bachelor's degree in accounting is preferred.

Municipal government experience preferred.

At the discretion of Downtown Development District, experience may be substituted for education.

EXPERIENCE

Demonstrates knowledge of Generally Accepted Accounting Principles (GAAP), local, state and federal regulations, and internal/external policies.

Demonstrates the ability to make decisions and recommendations within the established accounting policies and procedures.

Self-motivated with a strong analytical skill set willing to learn and tackle new challenges on an ongoing basis.

Has the ability to exercise independent judgement in selecting and interpreting information as well as handle deviations from standard methods.

Ensures proper processing of payroll deductions for taxes, benefits, retirement and other deductions.

Provide advice, coaching, and counseling to employees and managers regarding policy and procedure interpretation and employment relations issues.

Knowledge of trends, best practices, regulatory changes, and new technologies in accounting, banking, and technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure accurate and timely processing of invoices and vendor payments.

Review and code all invoices into the electronic accounting system, verifying receipts and supporting documentation. Submit coded invoices for approval and monitor success before AP check run process.

Review and process PO issuance along with verifying the PO is in accordance with the Agency standards and policy.

Perform regular audits of invoices to comply with financial best practices for payment processing.

Balance and reconcile vendor statements in preparation for payments and communication with contacts regarding discrepancies.

Prepare and maintain financial records, including general ledger entries, reconciliation and journal entries.

Assist in month-end and year-end closing processes, including preparing financial statements and supporting schedules.

Implement all procurement requirements including local, state, and federal government.

Develop RFP's, drive bidding by obtaining quotes and negotiating where appropriate.

Develop contracts and contract renewals, along with overseeing the contract routing process.

Report on contract key performance indicators to measure and monitor success.

Identify opportunities for continuous improvement, automating processes, and implementing change management activities, as applicable.

Ensure proper controls exist for all accounting, procurement, inventory, and payroll procedures.

Process bi-weekly payroll.

Work with HR with respect to payroll and benefits management.

Perform other related duties as assigned.

SUPPORTIVE DUTIES & RESPONSIBILITIES

Support the activities of the CFO and Human Resource Specialist.

Temporarily assume leadership for all human resources functions during his/her absences.

KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential duties of the position, with or without reasonable accommodation, using some combination of knowledge, skills, and abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Strong Analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with accountability, integrity, professionalism, and confidentiality.
- Strong supervisory and leadership skills

- Thorough understanding of accounting principles and procedures
- Proficient with Microsoft Office Suite or related software
- Have experience partnering with cross functional teams, including but not limited to Legal, IT, Tax, and Audit
- Ability to conduct strategic sourcing, supplier negotiations, and contract administration

SALARY RANGE

Up to \$57,000 with a generous benefits package, including medical, PTO, paid holidays, and more

Please e-mail your resume and cover letter to Bianka Brown, Chief Financial Officer, at bbrown@downtownola.com. The DDD thanks you for your interest.