

JOB DESCRIPTION



Position: Accountant
Reports to: Senior Accounting Manager
Supervises: N/A
Status: Non-Exempt

Job Summary:

The Accountant aids with a variety of needs to support the smooth functioning of financial operations necessary for the implementation of programs and support systems.

Primary Responsibilities:

Accomplish the Finance objectives of Mid-America Arts Alliance

- Implement the organization's mission of *enriching communities through extraordinary cultural experiences*.
- Sustain the purpose of the Finance division by helping to adhere to sound financial and funding objectives.

Fiscal Operations

- Assist the Accounting Manager in preparation of financial statements and budgets.
- Prepare journal entries and make necessary corrections to ensure the accuracy of our accounting system.
- Prepare monthly bank reconciliations.
- Manage Accounts Receivable functions including, tracking payments with proper account codes, distributing necessary information to staff, and preparing for bank deposit.
- Assist with Accounts Payable functions including, ensuring proper account codes, preparing checks, and managing timely payment.
- Organize fiscal records and prepare documents for annual independent audit.
- Manage the accurate accounting and reporting of capital expenditures including depreciation, capital spending, analysis and reconciliations.
- Manage the accurate allocation of overhead expenditures to various programs within the organization.
- Prepare and record semi-monthly payroll and reconcile payroll related accounts.
- Prepare various financial analyses as requested for use by other departments or in organizational planning.
- Produce accurate and timely 1099's.
- Other duties as assigned

Working Conditions: Most work is of a sedentary nature, sitting at a desk using a computer, phone and other office equipment. While a majority of work occurs in relation to a long term plan, the Accountant will be required to be flexible to changing priorities and additional projects that can require overtime and ability to manage short term deadlines.

Performance Measures

The following are key items that will be utilized to evaluate performance of the work:

- **Adaptability:** Adjusts to changing situations, learns new and different tasks, and responds appropriately to suggestions for work improvement.
- **Communication:** Speaks and writes clearly and concisely as it pertains to the job.
- **Creativity:** Offers problem solving ideas that contribute to meeting assignment objectives and goals.
- **Initiative/Problem Solving/Decision Making:** Performs with minimal supervision, seeks and assumes greater responsibility, establishes priorities, acts promptly, seeks solutions to resolve unexpected problems that arise, makes practical routine decisions.
- **Interpersonal Skills:** Maintains harmonious working relationship with supervisors, co-workers and the public.
- **Dependability:** Maintains an acceptable attendance record, works as scheduled, gives appropriate notice for absence.
- **Job Knowledge:** Demonstrates the knowledge and skill necessary to perform effectively; understands the expectations of the job; keeps professional knowledge up to date.
- **Work Habits:** Demonstrates commitment, dedication, cooperation and positive behavior; complies with M-AAA polices and rules.

Minimum Qualifications

- Bachelor's degree in accounting.
- Two Years of experience in accounting, non profit experience preferred
- Ability to collaborate with staff, professional colleagues, and supporters.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office and accounting software