

Special Projects Staff Accountant (Stroud) #2021-31

This position is responsible for maintaining the accounting software systems. Reviewing and posting entries and budgets. Assist in the preparation of reports for the audit. Review and post program expenditures and cash receipts for accuracy. Review and post-approved budgets entered by Staff Accountant 1 and Staff Accountant 2 into computerized system based upon Business Committee Resolution. Prepares accurate financial reports for special projects for the Finance Manager and CFO's review by internal deadline established. Distributes approved financial reports for special projects for the Finance Manager and CFO's review by internal deadline established. Assist the CFO in preparation and submission of the IDC Proposal. Associates Degree in Accounting or related field preferred. Three to Five years' experience in an equivalent position.

Three to Five years' experience general ledger. And/or any equivalent combination of education and/or experience. Must have knowledge of accounting principles, practices and procedures.