

# NOACA Job Description

NOACA is an Equal Opportunity Employer

<b>Position:</b> Accountant III	<b>Division:</b> Finance and Operations
<b>Title:</b> Accountant	<b>Salary Range:</b> minimum \$55,000 commensurate with experience.  <b>FLSA Status:</b> Exempt
<b>Job Description:</b> This position will be responsible for assisting with procurement of goods and services, processing of accounts payable, accounts receivable, payroll, and coordination of benefits. Other general accounting duties and special projects as assigned.	
<b>Duties and Responsibilities:</b> The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.	
<b>General:</b> <ul style="list-style-type: none"> <li>• Perform various accounting activities as assigned</li> <li>• Work on special projects as required</li> <li>• Perform other duties deemed appropriate</li> </ul>	
<b>Specific:</b> <ul style="list-style-type: none"> <li>• Assist with procurement of goods and services</li> <li>• Solicit quotes from vendors</li> <li>• Processing of accounts payable and accounts receivable through automated systems (Accufund)</li> <li>• Preparation of payroll through ADP</li> <li>• Filing of related payroll taxes and Ohio Public Employees Retirement System (OPERS) reporting</li> <li>• Coordinate benefit programs and disseminate information to staff</li> <li>• Prepare monthly status reports for division staff</li> <li>• Maintain daily cash flow statement(s)</li> <li>• Processes travel reimbursement forms</li> <li>• Assist with annual audit</li> <li>• Assists in budget preparation and financial reporting</li> <li>• Ad hoc financial reporting</li> <li>• Prepare monthly bank reconciliations</li> <li>• Maintain inventory</li> <li>• Perform various accounting activities as assigned</li> <li>• Work on special projects as required</li> </ul>	
<b>*Credentials and Experience:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting and three years experience. Master's degree and two years experience. Governmental accounting experience preferable.</li> </ul> <p><u>Must be legally able to work in the United States</u></p> <p>* Minimum requirements</p>	<b>Knowledge, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>• Demonstrable knowledge and application of accounting and payroll software.</li> <li>• Skills and knowledge of Microsoft Office (Excel, Word, Power-point)</li> <li>• Good understanding of basis accounting principles</li> <li>• Good written and verbal communications skills</li> </ul>