



GRICUA JOB DESCRIPTION

Accounting Manager

Department: Finance

Reports to: Finance Director

Supervises: Yes

FLSA Status: Non Exempt

Work Schedule: Regular Alternative Work Week Schedule Shift 7:00 am-4:30 pm M-T; off every other Friday and Shift 7:30 am-4:00 pm on working Friday; occasional over time as needed.

Summary: Under direction of Finance Director, performs professional accounting work, including reviewing, analyzing and verifying fiscal records and reports, preparing financial reports, providing information regarding accounting practices and procedures, and reconciling assigned general ledger accounts. Including supervising and reviewing GRICUA's payroll process.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Supervises payroll personnel
- Performs month end job costing and close processes.
- Conducts oversees GRICUA's audits both external and internal.
- Prepares journal entries and reconciles assigned general ledger and subsidiary accounts
- Assists with month end financial reporting.
- Assists with the preparation of the annual budgets
- Responsible for the fiscal year-end closing process
- Responsible for addressing budget questions and proper expenditure coding
- Responsible for the documentation of processes and transaction flows
- Responsible for the establishment of procedural checklists and memos
- Responsible for GRICUA's compliance reporting.
- Responsible for the administration and compliance of GRICUA's insurance programs and processes. Including property and workman's compensation insurance.
- Assists the Finance Director to interpret and implement GASB and FASB pronouncements.
- Reviews and monitors GRICUA's GAAP compliance.

Supervisory Responsibilities:

Assists with the supervision of accounting personnel.

Qualifications: To perform this job successfully, an individual must be able to perform

each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelors degree with a major in accounting; a minimum of 5 to 10 years of accounting and financial accounting / reporting experience. CPA preferred.

Language Skills: Ability to read, analyze, and interpret general business contracts and the ability to read and understand governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Accounting software; Data analytics, Spreadsheet software and Word Processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands; frequently required to talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical business office.

Disclaimer:

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. GRICUA reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees will be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by GRICUA as its discretion to enable individuals with disabilities to perform the essential functions.