



Crow Canyon Archaeological Center Job Description

Position Title:	General Accountant
Status:	Non-Exempt
Employment Category:	Full Time
Reports to:	Director of Finance
Revised:	4/2018 – rb/dlf

Position Summary:

This position is responsible for accounts payable, receivable, payroll, and reconciling some of the general ledger accounts. Performs detailed accounting duties in accordance with standard accounting procedures. Using independent judgment, the position is responsible for assisting in the day-to-day operations of the finance department.

Education and/or Experience:

Bachelor's degree or equivalent and two to five years of practical experience in a not-for-profit accounting or finance department. This position requires a high level of knowledge in technical accounting principles, practices, and procedures and a demonstrated proficiency in using accounting software and Microsoft Office programs.

Essential Duties and Responsibilities:

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.

- Sorts, compiles, and codes documents for entry into accounts payable and receivable
- Posts to general ledger and produces computerized checks for distribution to vendors
- Reconciles general ledger accounts for Statements of Financial Position balances as well as for Statements of Activities
- Preparation and processing of bi-weekly payroll, tax forms, wage reports, and related expenses for 50+employees including 1099s. Investigates, reconciles and corrects any errors
- Reconciles petty cash
- Obtains and analyzes financial information to prepare monthly reports as requested
- Provides support to auditors for annual audit and preparation of tax returns. Includes preparation of special reports, schedules, and exhibits necessary for testing and review
- Documents and updates accounting procedures and practices
- Maintains finance files in an orderly manner
- Assist with preparing and distributing monthly financial reports to directors
- Maintains favorable relationships with banks, vendors, constituents, etc.

Knowledge, Skills, and Abilities:

- High degree of proficiency in the following: Microsoft Excel, Financial Edge or similar database accounting application, and Microsoft Word
- Thorough knowledge of technical accounting principles, practices, and procedures
- Ability to speak effectively with customers, vendors, and employees
- Ability to communicate effectively through writing business letters and email correspondence

- Ability to read and interpret documents such as contracts, financial reports, and procedure manuals
- High degree of attention to detail
- Critical thinking skills
- Planning and organizational skills
- Strong analytical and mathematical skills
- Ability to solve practical problems

Physical Demands:

The employee must be able to:

- Sit for prolonged periods of time
- See at far and close range
- Work weekends and irregular or extended work hours during the week
- Communicate verbally through listening and speaking
- Sit, use hands and fingers to handle and operate objects, devices and controls
- Walk, reach with arms, lift and/or move up to 25 pounds
- Regularly operate telephone, computer, software and printer, copy machine, fax machine, calculator, and similar office machines
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- Use hands to finger, handle, or feel; reach with hands and arms
- Occasionally required to stand and walk
- Occasionally lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certificates, Licenses, and/or Registrations:

- Background check upon hire
- Current physical exam and health history completed by a licensed medical health care professional

Driving requirements for use of Crow Canyon vehicles:

- Valid driver's license
- Complete transportation related training.
- Must be insurable by Crow Canyon's automobile liability while employed in this position.