



Job Description

Title: Accountant				Revision Date 2/6/2024	
Reports to: Director of Finance					
FLSA Category Exempt	Non-Represented	Non-Safety Sensitive	Full Time	EEO Category Entry -Level Employee	
Work Schedule (subject to change) Generally – weekdays 9:00 a.m. to 5:00 p.m.					
Job Description Summary The accountant position is responsible for assisting the Director of Finance and Accounting Manager in the day-to-day operations of the Accounting Department.					
Essential Functions					
<ul style="list-style-type: none"> • Assist in the compilation of monthly financial statements. • Prepare monthly journal entries. • Prepare monthly bank reconciliations. • Prepare general ledger account reconciliations. • Assist in preparation of annual budget. • Perform revenue and expense variance analysis. • Assist in issues related to LCTA’s audit. • Maintain capital assets. • Assist in inventory control. • Assist in the quarterly and annual reporting of financial data to various funding agencies. • Generate and track accounts receivable invoices. • Cash and credit card sales reconciliation. • Serve as backup to Accounts Payable processing. • Perform accounts payable invoice review and postings. • Other responsibilities as assigned. 					
Additional Working Conditions					
<p>The following is a representation of conditions 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 job functions.</p>					
Availability	Must be able & available to work beyond normal hours.				
Travel	Occasional travel may be required to multiple LCTA locations.				
Environment	Standard office setting as well as exposure to cramped and dusty settings.				
Physical	Sufficient physical ability to work in an office, operate office equipment, ability to lift up to 20 lbs.				
Vision	See in normal visual ranges with or without correction, sufficient to read computer screens and printed documents.				
Hearing	Hear in the normal audio ranges with or without correction.				



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Knowledge, Skills and Abilities Required

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor of Science in Accounting.
- 4-7 years of accounting-related experience
- Advanced knowledge of Microsoft Excel and Word
- Experience with accounting software
- Thorough knowledge of general ledger accounting and account reconciliation.
- Highly detail-oriented.
- Solid written and verbal communication skills,
- Ability to maintain confidentiality
- Strong interpersonal skills

Acknowledgement

This job description does not constitute an employment agreement between LCTA and the employee and LCTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Immediate Supervisor: _____ Date: _____

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements)

Employee Signature: _____ Date: _____

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with the Employer.