

**Benchmark Title****ACCOUNTANT****Job Summary**

Oversees the accounting function of the organization. Ensures accurate recording and reporting of financial information. Produces financial statements, analyzes financial information and provides advice on financial matters.

**Key Duties and Responsibilities**

1. Ensures financial recording accuracy and compliance with Generally Accepted Accounting Principles (GAAP) and established internal controls and procedures. Investigates and follows up to discuss, correct or report unusual or questionable entries or account balances.
2. Codes, records and posts transactions in journals and the general ledger, including complex transactions such as lease, amortization and major asset acquisition.
3. Analyzes, produces trial balances of, and reconciles balance sheet accounts; makes adjustments as necessary.
4. Monitors and analyzes cash flow, expenditures, journal and ledger entries, bank statements, account activity and other accounting and financial records. Makes recommendation to management with respect to financial matters.
5. Produces annual and/or monthly budgets and cash flow projections, financial statements and other financial reports required by senior management, board of directors, regulatory bodies and funders.
6. Assigns work, provides direction to clerical staff and ensures that assigned tasks are completed.
7. Prepares documentation for audit purposes; produces audit working papers as required.
8. Makes recommendations with respect to the organization's accounting practices and systems.
9. Performs other related duties as required.

**Qualifications***Education and Knowledge*

Professional accounting designation such as CGA or CMA.

*Training and Experience*

Three (3) years recent related experience.

Or an equivalent combination of education, training and experience.

# COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

**BENCHMARK TITLE: Accountant**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge - Requires professional accounting designation such as CGA or CMA	6	113
2	Training and Experience - Requires up to and including 3 years recent related experience	5	125
3	Physical Demands – Often confined to a sitting position at the desk/computer to perform a variety of accounting operations and produce documents	5	35
4	Concentration - Often focuses on financial statements and monitors budgets which requires a high degree of precision; often takes on a variety of related accounting/financial processes, procedures and tasks	5	42
5	Independence - Guided by accounting standards; applies accepted work methods to maintain the general ledger, resolve accounting problems and ensure compliance with GAAP requirements	5	71
6	Judgement - Apply structured study and analysis of accounting records to ensure accurate financial reporting and make recommendations to management regarding financial matters	5	71
7	Leadership/Supervision – Provides work direction to clerks/bookkeeper	3	60
8	Accountability - May result in significant effect on agency by making financial recommendations to management. Production of financial statements and budgets and provision of recommendation on financial matters have significant impact on the agency.	6	86
9	Communication - Communicates accounting and financial information to management to assist with decision making; makes recommendations with respect to accounting practices and systems	4	57
10	Care of Individuals - Little or no responsibility	1	10
11	Environment/Working Conditions – Often required to complete reports by target dates, according to accounting cycle sometimes prepares documents by critical deadlines with little advance notice	4	33
<b>Total Points</b>			<b>703</b>