

Atlantic Broadband Job Description Staff Accountant

Summary Applies principles of accounting to analyze financial information and prepare financial reports.

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

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

Distributes expenditures, encumbrances, receipts, and receivables according to schedules.

Provides budget support.

Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.

Determines proper handling of financial transactions.

Administers managers checking account.

Monitors compliance with generally accepted accounting principles and company procedures.

Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.

Makes recommendations regarding the accounting of reserves, assets, and expenditures.

Conducts studies and submits recommendations for improving the organization's accounting operation.

Collects appropriate data and prepares federal, state, and local reports and tax returns.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

No competency or factor selected.

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

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

Ability to prioritize and organize effectively.

Ability to work independently.

Knowledge of Accounting procedures.

Other Qualifications

None.

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. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel 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, distance vision, color vision, peripheral vision, depth perception 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 usually moderate.