



Job Description

JOB TITLE: General Ledger Accountant **FLSA:** Exempt (salaried)
REPORTS TO: Accounting Manager **NEW:** 12/14/2017
SUPERVISES: None

Position Summary:

Performs professional level accounting duties to support the creation of journal entries and assembling supporting documentation, as well as for tracking the contents of accounts, compiling and distributing departmental financial statements to department managers, and assisting in annual external audit requests.

Essential Duties and Responsibilities:

- Performs a variety of accounting support activities: Month-end, quarter-end and year-end closing; Quarterly balance sheet and P&L Fluctuation Analysis; Monthly expense variance analysis; Balance sheet accounts reconciliations.
- Ensures accuracy of financial statements in accordance with GAAP and compliance to internal policies.
- Manages Fixed Assets and Inventory.
- Interfaces with management in various departments, including Clinic, Development, Shelter and Adoption operations, IT and People Care.
- Maintains a master list of monthly journal entries and balance sheet reconciliations.
- Records and provides supporting information for all journal entries.
- Enters all journal entries into the accounting software accompanied with supporting documentation.
- Ensures that reversing entries occur.
- Creates recurring journal entry templates.
- Compiles monthly, quarterly and annual balance sheet reconciliations, accompanied by appropriate supporting documentation
- Assists auditors with journal entry examinations.
- Assists in the production of financial statements.
- Assists in the budgeting process
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.

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Education and Experience Requirements:

- Equivalent to a Bachelor's degree in accounting or a closely related field.
- Two (2) years of professional accounting experience.



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- Equivalent combination of formal education and appropriate related experience may be considered.

License & Certification Requirements:

- Must possess a valid Class C Nevada Driver's License.

Required Knowledge and Skills:

Knowledge of:

- Financial management and accounting concepts, practices, and procedures.
- Budget preparation, debt issuance, investment policies, and fiscal management.
- Customer service standards and procedures.
- Grant management principles and practices.
- Principles and practices of program development and management.
- Principles and practices of public accounting.
- Applicable State and federal regulations.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Performing a wide variety of accounting/finance activities in a fast-paced environment; assigning priorities and meeting deadlines.
- Using initiative and independent judgment within established guidelines.
- Gathering and compiling information; preparing accurate accounting reports and summaries.
- Checking and balancing documents; reconciling accounts and reconstructing an accounting audit trail to locate and correct errors/imbances.
- Performing arithmetic calculations in an efficient and effective manner.
- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers and the public.
- Preparing clear and concise reports, correspondence, instructions and other written materials.

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Working Conditions and Physical Effort:

Physical ability and mobility to work in a typical office setting and use standard office equipment; strength to lift materials weighing up to 25 pounds; vision to read printed materials; stamina to sit



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and work with computer for an extended period of time; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

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