

## Title: Accountant I

### Job Function –

Assists with month-end and year-end close process, accounts payable, bank reconciliations and assist with postings to the general ledger.

### Job Responsibilities –

- Performs daily cash and GL reconciliations.
- Handles daily data entry for fixed assets and prepaid expenses.
- Prepares, posts, and verifies journal entries as needed to ensure accuracy and completeness.
- Prepares monthly balance sheet reconciliations and upload to Blackline.
- Provides support and backup for A/P invoice entry and A/P process as needed, including vendor setup and maintenance.
- Prepares Board and tax schedules as assigned.
- Prepares property and ad valorem tax renditions and returns to ensure timely filing and payment.
- Assist with expense reporting process and policy compliance.
- Supports day to day, month-end and year-end close process.
- Provide finance or administrative support and backup as needed.
- Ensures that own work complies with all applicable laws, regulations, policies and guidelines.
- All other duties as assigned.

### Education and Related Experience –

- Bachelor's Degree in Accounting required.
- 1 to 3 years of banking or accounting experience preferred, but not required.

### Skills and Abilities –

- Must possess good verbal and written communication skills.
- Must possess good organizational skills.