

**Bailey Support Services**  
**3639 Ambassador Caffery #408**  
**Lafayette, LA 70503**  
**(337) 406-8746 Office / (337) 406-8749 Fax**



### **Job Description**

**Job Title:** Accountant  
**Department/Division:** Accounting  
**Location:** Varied  
**Reports to:** President

**Summary:** The Accountant is responsible for maintaining the day-to-day accounting functions, accruals, financial statement preparation, and performing general accounting functions as well as interpreting, classifying, analyzing, reporting and summarizing financial data.

The **essential job duties** shall include, but not be limited to, the following:

- Full cycle Accounts Receivable, including preparation of invoices and maintaining customer and vendor records
- Accounts Payable including: purchase orders and vendor records maintenance
- Multiple Bank reconciliations for depository accounts
- Reconcile all balance sheet accounts; reviewing for input accuracy and prepare monthly reports and journal entries, as needed
- General ledger maintenance
- Prepare weekly payroll
- Administration of quarterly business and payroll taxes
- Prepare monthly financial statements
- Maintain required business documents
- Prepare annual 1099's
- Maintain financial document retention files
- New vendor setup and maintenance
- Vendor statement reconciliation and discrepancies
- Deposit and cash reports
- Prepare and/or review of all expense reports for accuracy and proper expense disclosure
- Perform other related duties as may be requested by the President.

### **REQUIREMENTS:**

- Bachelor's degree in Accounting preferred.
- Proficient in accounting software (3 years minimum experience)
- Extensive knowledge of Generally Accepted Accounting Principles
- 3-5 years accounting experience
- Ability to prioritize and multi-task in a fast paced work environment
- Highly organized and detail oriented
- Able to complete tasks accurately and timely with minimal supervision
- Strong verbal and written communication skills
- Thrives in a collaborative, team player office environment
- Ability to interface well with staff and external contacts.
- Proven ability to maintain confidentiality.

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed, as an exhaustive list of all employee responsibilities, duties and/or skills required.*