



## **Job Description**

**Job Title: PRINCIPAL ACCOUNTANT**

**Reports to: Director of Finance and Administrative Services**

**Status: Full-Time Exempt Position**

*Class specifications are intended to present a descriptive list of the ranges of duties performed by employees in the class.*

### **SUMMARY:**

Under general direction of the Director of Finance and Administration, directs/performs complex accounting functions supporting the activities of grant management and invoicing, accounts receivable, accounts payable, payroll and general ledger operations. In addition to its own financial records, AMBAG has fiscal responsibility for its non-profit organization, Regional Analysis & Planning Services Inc., and other non-profit organizations such as the Pajaro River Watershed Flood Prevention Authority.

### **EXAMPLES OF DUTIES (include the following, other duties may be assigned):**

- Enter customer receivables and vendor payables in QuickBooks
- Review general ledger monthly to post and make daily journal entries in QuickBooks
- Make semi-weekly bank deposits
- Run report of payables for approval and prepare checks
- Prepare and review a multitude of complex invoices to grantor agencies and variety of other statements with vendors
- Create and maintain tracking spreadsheets for grant invoicing, annual carry-over amounts, and pass-through agency files
- Prepare purchase orders, and follow up on overdue payments
- Prepare retirement and deferred compensation reports
- Review and update insurance renewals
- Review monthly expense distribution report, indirect expense report, payroll reports and other reports as necessary
- Assist with annual budget and budget amendments
- Assist with revenue and expense forecasting
- Prepare quarterly profit & loss statements, agency balance sheet and warrants list and update grants receivable status list for AMBAG Executive Committee meetings and for the Board of Directors meetings
- Maintain accounts payable and accounts receivable records
- Prepare files, schedules and reports for annual audit
- Balance credit card statements
- Oversee petty cash fund

- Maintain all lease, insurance policy, grants, contract, personnel, fringe benefit, and other administrative services documents
- Maintain fixed assets account records; upgrade and maintain department filing systems
- Prepare a variety of financial reports as required; correspond with applicants and new employees regarding provisions of employment, compensation and benefits.
- Handle in-processing and orientation of new employees; coordinate final payment, insurance matters, COBRA and out-processing of employees

**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.

**PREFERRED QUALIFICATIONS:**

***Include Advanced Knowledge of:***

- Advanced accounting functions and accounting principles
- Principles and procedures of financial record keeping and reporting
- Applicable federal, state, and local laws, codes and ordinances and/or ability to research and apply
- Modern office procedures, methods, and computer office programs

***Ability to:***

- Perform complex and technical accounting functions using QuickBooks
- Conduct general ledger interpretation and analysis, and prepare general journal entries
- Maintain financial records, grant, and contract files and prepare special financial reports and statements
- Interpret budget information
- Construct proof and maintain complex spreadsheets
- Reconcile cash receipts and bank statements
- Interpret and apply AMBAG policies and procedures
- Understand and follow written and verbal instructions
- Communicate clearly and concisely, both orally and in writing
- Respond to requests and inquiries from other staff, Board members, business associates, and the general public
- Establish and maintain effective working relationships with others
- Plan, organize, direct, and coordinate the work of assigned personnel
- Select, supervise, train, and evaluate staff
- Delegate authority and responsibility

**TRAINING AND EXPERIENCE:**

Three to five years of increasingly responsible accounting duties comparable to those described above and graduation from a college and/or university with a baccalaureate degree in accounting or finance.

**LANGUAGE ABILITY:**

Ability to read, analyze and interpret governmental regulations, professional principles and procedures, technical procedures and contracts and agreements. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Board members, staff and the general public.

**MATH ABILITY:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve complex problems and develop practical solutions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; accounting software; inventory software; payroll systems and Internet software. Specifically this position requires advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Access), and QuickBooks.

**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.

**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 and use hands. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

***POSITION CONTENT***

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.*