

Accountant II

SUMMARY:

Responsible for insuring that day to day accounting functions are completed in accordance with standard procedure, performing many of these functions using the Organization's mainframe computer system.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions, and posts to appropriate accounts. Selects documents to be microfilmed and ensures microfilming is completed.
- Verifies and posts details of business transactions, such as funds received and disbursed, accounts payable, journal entries, maintenance of subsidiary records, ACH entries, Interchange transactions.
- Works with the mainframe computer system performing routines such as General Ledger Account maintenance, downloading to optical disk storage, retrieving and printing routine reports, running special reports for management, process accruals and other periodic requirements.
- Prepares vouchers, invoices, checks, account statements, reports, and other records involved with inventory, accounts payable and subsidiary records.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)