

Community Action of Southeast Iowa

Job Description

Job Title: Accountant
Reports to: Finance Director

Program: Administration
Classification: Hourly

Summary: Assist Finance and Program Directors with budget preparation and monitoring. Prepare time sheets for processing, compile payroll statistics, maintain payroll control records, and, prepare required Program billings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

1. Maintain confidentiality.
2. Follow accounting standards and procedures to ensure uniform accounting practices, internal controls, and compliance with federal, state, and local regulations.
3. Prepare bi-weekly payroll for processing for approximately 130 employees, which includes coding information to allocate time to designated programs; track related benefit accruals and payroll deductions.
4. Maintain payroll files.
5. Prepare and submit required payroll-related reports.
6. Assist employees with payroll related questions.
7. Reconcile payroll accounts.
8. Prepare assigned budget reports for management and the Board of Directors.
9. Assist the Finance Director in monitoring Program compliance.
10. Prepare required billings and compile reports for funding sources.
11. Provide support to the Finance Director pertaining to fiscal issues, reports, special projects, and audit preparation.
12. Prepare program and payroll journal entries as needed and reconcile general ledger accounts.
13. Assist the Finance Director with bank reconciliation.
14. Maintain Program and Agency inventory.
15. Prepare year-end information for required state or federal reporting.
16. Design and maintain spreadsheets using Excel.
17. Prepare general business correspondence as needed.
18. Provide clear, concise verbal and written communication with the Finance Director and Program Directors.
19. Become familiar with all duties of the Fiscal Office and program regulations.
20. Provide back-up coverage of duties as requested by the Finance Director.
21. Assist with filing and maintaining the storage area.
22. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each 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.

EDUCATION /EXPERIENCE: Bachelor's degree (B.A.) in Accounting or Finance with payroll experience preferred, or Associate's degree in accounting with payroll experience. Experience in fund accounting and bookkeeping preferred.

COMPUTER SKILLS: Must have experience in using a computerized accounting system. Must be proficient in Excel and have the ability to create, maintain, and use spreadsheets. Must also be proficient in using Word and Access.

LANGUAGE SKILLS: Ability to read and interpret financial reports and procedure manuals. Ability to write business correspondence and reports. Ability to effectively present information and respond to questions from Program directors, employees, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and area. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must be able to regularly lift and move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

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.

Revised: 09/2021, 9/22, 10/2025, 04/2026, 07/2026
Established: 08/2018

Approved by: Sheri Wilson Executive Director Date: _____

Employee Signature: _____ Date: _____