

NOACA JOB DESCRIPTION

NOACA is an Equal Opportunity Employer

<p>Position:</p> <p>Accountant II (Part-time) 20 hours per week</p>	<p>Division:</p> <p>Comptroller</p>
<p>Title:</p> <p>Accountant</p>	<p>Salary Range: \$21.97 to \$27.25 per hour commensurate with experience</p> <p>FLSA Status: Non-Exempt</p>
<p>Job Description:</p> <p>This position will be responsible for processing accounts payable, accounts receivable, payroll and benefit payments. Other general accounting duties and special projects as assigned.</p>	
<p>Duties and Responsibilities:</p> <p>The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.</p> <p>General:</p> <ul style="list-style-type: none"> • Perform various accounting activities as assigned • Work on special projects as required • Perform other duties deemed appropriate <p>Specific:</p> <ul style="list-style-type: none"> • Process accounts payable and accounts receivable • Process payroll • Assist with budget and financial reports • Process travel reimbursement forms • Assist with audit activities • Assist in maintaining property inventory • Perform various accounting activities as assigned • Work on special projects as required 	
<p>Credentials and Experience:</p> <ul style="list-style-type: none"> • Associate or Bachelor's degree in Accounting or Finance and three years experience required. • Governmental experience preferred. <p><u>Must be legally able to work in the United States</u></p>	<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Proficiency with accounting and payroll software • Familiarity with Microsoft Office (Excel, Word, Power-Point) • Sound understanding of basic accounting principles • Good communication skills