



## **I.D.E.A. Center**

### **Job Description**

**Title: Accounting Supervisor/ Executive Administration**

**Reports to: I.D.E.A. Center Executive Director**

#### **Summary of Essential Job Functions**

1. Preparation of the monthly, quarterly, and year-end financial statements
2. Timely and accurate preparation of monthly journal entries
3. Bank Reconciliation Preparation
4. Assists the manager with the preparation and implementation of accounting policies and procedures
5. Assists with budgeting processes
6. Assist management team with client coordination
7. Oversee Accounting Interns progress and daily work
8. Receptionist and secretarial duties as assigned

#### **Minimum Qualifications**

- Bachelor's degree in Finance, Accounting, or related field
- Public accounting experience
- Self motivated and self starter
- Good written and verbal communication skills
- Ability to work with all levels of management
- Ability to work with the Microsoft Office Suite
- Quickbooks experience preferred

**Physical Abilities Required**

Work is indoors in an office environment with moderate noise. Intermittent physical effort involving lifting of up to 25 pounds, walking, and stooping, kneeling, crouching, or crawling is required. A typical workday involves sitting, frequent use of a keyboard, reaching with hands and arms, and talking and hearing, approximately 70% of the time. Approximately 30% or less of the time is spent standing. Normal vision abilities required, including close vision and ability to adjust focus.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.