



Job Description

Position Title: Staff Accountant

Department: Accounting

Reports To: Chief Financial Officer

Job Summary

The Staff Accountant is responsible for maintaining accurate financial records, performing account reconciliations, assisting with financial reporting, and supporting the overall accounting operations of the District. This position plays a key role in ensuring timely and accurate financial close processes and compliance with applicable regulations.

Essential Duties and Responsibilities

1. Perform month-end and year-end financial close processes.
2. Maintain the general ledger and ensure accurate financial data reporting.
3. Complete monthly reconciliations for the majority of balance sheet accounts.
4. Reconcile selected key income statement accounts on a monthly basis.
5. Prepare and file monthly and quarterly sales and use tax returns.
6. Assist with year-end reporting and audit preparation.
7. Serve as backup support for customer service representatives as needed.
8. Process cash management functions, including posting deposits and maintaining working funds.
9. Assist in the preparation and monitoring of the annual budget.
10. Perform additional duties as assigned by the CFO or management.

Qualifications

1. Strong knowledge of accounting principles and standard office procedures.
2. Working knowledge of the District's computer systems and accounting software.
3. Ability to maintain a valid Alabama driver's license.
4. Strong understanding of accounting processes and procedures.
5. Ability to communicate effectively and interact professionally with the public.

Education and Experience Requirements

1. Bachelor's degree in Accounting or a related field required.
2. Minimum of five (5) years of relevant accounting experience preferred.

Physical Requirements

1. Ability to perform physical tasks associated with job responsibilities, including sitting, standing, and light lifting as needed.

Additional Requirements

1. Willingness to work extended hours when necessary to meet deadlines.
2. Willingness to successfully complete a non-federal drug screening program, including pre-employment, random, post-accident, and reasonable suspicion testing.
3. Willingness to attend required training programs.
4. Willingness to attend meetings and work-related activities outside of normal business hours when needed.