

**VON BRAUN CENTER  
POSITION CLASS SPECIFICATION**

CLASS TITLE: ACCOUNTANT I

EXEMPTION: EXEMPT

**NATURE OF WORK:**

This is professional accounting work in the maintenance and review of fiscal records. Work involves maintaining financial records and auditing internal accounts or accounting documents. Work performed in accordance with established accounting regulations, procedures, and forms and some independent judgement is exercised in accounting work. Work is performed according to generally accepted accounting principles, under the supervision of the Accounting Manager and is checked for accuracy and conformance with departmental policy.

**ESSENTIAL FUNCTIONS OF WORK:**

Maintains accounts receivable ledgers for the VBC; prepares and maintains records of all of sales and utility taxes; assists in implementing new accounts receivable procedures.

Performs internal audit assignments including checking accuracy of entries, preparing customer invoices, recording customer payments, examining accounting documents such as invoices, cash receipts, and disbursement vouchers; reviews requests for payments and assures availability of funds.

Verifies that transactions are properly supported in accordance with established laws and regulations; help design and monitor accounting systems, including internal controls.

Adjusting journal entries; depositing customer payments; preparing routine and event invoices as required; maintains appropriate records and files.

Reports to the Accounting Manager.

Operates a personal computer with Microsoft Excel spreadsheet and database applications.

**MARGINAL FUNCTION OF WORK:**

Perforating and filing completed payment packages.

Maintains accounts receivable ledgers by customer event.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of accounting principles and procedures.

Knowledge of general accounting, purchasing, sales tax and related systems and procedures.

Knowledge of automated accounting systems. (Sage 50)

Skill in the operation of a ten key calculator and personal computer.

Ability to apply accounting principles to the maintenance of fiscal and accounting records.

Ability to generate and interpret financial reports.

Ability to learn and accurately apply the VBC's accounting and fiscal policies and procedures.

Ability to communicate effectively with outside organizations and the general public for the purpose of giving and receiving information.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED:**

Graduation from college with major course work in accounting; experience with the maintenance and review of fiscal records at a technical level; or any combination of education training and the experience that demonstrates the above listed knowledge, skills, and abilities.

**WORKING ENVIROMENT:**

Work primarily performed in an office setting.

**PHYICAL DEMANDS:**

Work is essentially sedentary, with occasional lifting and carrying of light (up to 15 pounds) items. Computer work requires manual dexterity.