

<b>Job Title</b>	Financial Accountant I
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
<b>Position Status</b>	
<b>EEO Classification</b>	3

### **Job Summary**

The Financial Accountant I, under direction, performs entry-level professional accounting.

### **Essential Duties and Responsibilities**

- Performs accounting work to include the recording, examining, and analyzing financial records, documents or reports.
- Prepares and analyzes financial transactions. Audits accounting and financial documents for accuracy and completeness.
- Reconciles accounts
- Assigns object codes
- Researches discrepancies and reports findings
- Answers general accounting questions
- Provides technical assistance regarding accounting procedures
- Assures compliance with standards, policies and procedures.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

#### **Minimum Requirements**

*Education* – Bachelor’s degree or equivalent combination of education and experience.

*Experience* – Accounting experience in a business office preferred.

*Knowledge of* – None

*Ability to* – Ability to multitask and work cooperatively with others. Oral and written communication skills. Customer service skills.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

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.

**Supervision of Others**

This position generally does not supervise employees.

**Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	