

JOB DESCRIPTION

Position Title	Department	Reports to
Finance-Accountant Grade: 6	Administration	Director of Finance & Administration
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt ☒ Exempt	9/2026

POSITION SUMMARY

This position is responsible for performing the various accounting functions of the agency, including payroll, accounts payable, accounts receivable, financial reporting, and maintenance of files. The Accountant is responsible for managing and analyzing financial records to ensure accuracy and compliance with applicable regulations and GAAP standards. This position plays a key role in preparing financial statements, maintaining general ledger accounts, reconciling bank statements, and supporting budgeting and audit processes. This position often requires a moderate level of discretion where the potential impact of erroneous decisions or judgments could also result in moderate costs in time, money, and public/employee goodwill, and delays in important schedules could be impacted.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s).

- Prepares bank reconciliations as needed.
- Manages fixed assets for assigned programs, including maintenance of depreciation schedules. Maintain assigned program accrual documentation and generate necessary monthly journal entries.
- Tracks expenses and matches for grants. Reconciles balance sheet accounts monthly.
- Provides support for month-end and fiscal year-end closing process.
- Prepares monthly cost allocation spreadsheets as needed.
- Prepares monthly journal entries.
- Provides data as required to fee accountant for housing programs. Tracks housing program repayment agreements.
- Prepares rent check deposits and follow up on delinquent payments.
- Assists with monthly P & L variance analysis.
- Assists with preparation of monthly financial statements and reports for various programs. Assists with year-end audits and audit preparation.
- Prepares payroll processing for assigned departments.
- Prepares/Assists with housing department check runs.
- Prepares reports which may include charts and diagrams.

- Keeps immediate supervisor informed and updated on all program activities.
- Follows safe work practices and adheres to all adopted policies and procedures related to safety protocols.
- Demonstrates sensitivity, empathy, understanding and respect for all contacts and organization employees and leaders.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Keeps up to date on industry trends and maintains required training, licensure, and/or certification(s).
- Performs related work as required.

QUALIFICATIONS

Completion of a Bachelor's Degree in Accounting and two to four years of professional accounting experience, preferably in a government setting; or an equivalent combination of training and experience which provides for the knowledge and skills below.

LICENSE AND CERTIFICATION REQUIREMENTS

Possession of a valid driver's license and be insurable under ECIA's and EIRHA's insurance policy.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of office operations, accounting procedures, and the operation of personal computers.
- Knowledge of computer software applications such as Windows, Word, Excel, and accounting software.
- Strong knowledge of GAAP (Generally Accepted Accounting Principles) and financial reporting standards.
- Ability to prepare documents and perform bookkeeping functions.
- Ability to write reports and communicate orally and in writing.
- Ability to maintain effective working relationships with ECIA staff, employees, vendors, county clerks, other agencies, contractors, and the public.
- Ability to manage multiple tasks and priorities.
- Ability to maintain records and procedures.
- Ability to work independently and in a team environment.
- Skill in handling confidential and time sensitive material.
- Skill in handling frequent internal and external contacts on routine matters such as furnishing or obtaining information.
- Ability to monitor and adapt to emerging industry trends.

PHYSICAL REQUIREMENTS

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 job functions in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

While performing the daily duties of this job, the employee is frequently required to remain in a stationary position, move throughout the office, and attend meetings at offsite locations. The employee will speak and hear to communicate with coworkers, member communities, contractors, other agencies, and the public. To utilize the

tools required for the position, the employee will use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus with exposure to video display terminals and various lighting daily. The employee may be occasionally required to bend and be subject to dust, odors, and office noise.

EEO STATEMENT

THE EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION (ECIA) IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION IN THE WORKPLACE. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The ECIA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PREPARED BY MGT