



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate: \$14.38 / hour

Equal Opportunity Employer

POC employees have 5 days from date of posting to apply.

PERSONNEL CLASS SPECIFICATION

REVISED: 3/1/2004

JOB TITLE: Accountant

DEPARTMENT: Finance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5.00 p.m.

SALARY RANGE: \$14.38-\$21.63 / hour

LEVEL: 19

Responsible for work of considerable difficulty in the application of professional accounting principles, practices and techniques.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Supervises and participates in the preparation of fiscal statements and reports, and prepares complex fiscal analysis. Maintains general ledger including detail account analysis; enters and processes all journal entries; produces monthly financial statements; reconciles bank accounts; enters current budget amounts and processes budget adjustments.
- Maintains payroll system. Processes payroll for approximately 400 employees; coordinates payroll changes; prepares various payroll reports.
- Supervises and coordinates the activities of fiscal technicians.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Bachelor's degree in accounting from an accredited college or university is preferred.
- Two years of professional accounting experience preferred.
- Ability to analyze, interpret and submit oral and written financial reports and prepare accurate and complete financial statements.
- Working knowledge of generally accepted accounting principles; knowledge of financial systems and office equipment including skills in utilizing personal computer applications for analysis and reports.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.