

STPSO
Job Description

Job Title: Budget Assistant/Accounting Specialist
Department: Accounting/Finance
Reports To: Chief Financial Officer
FLSA Status: Non-Exempt
Prepared Date: 01/29/2015
Salary: \$38,875-\$49,763

SUMMARY - Responsible for complex administrative and analytical work related to the budgetary and financial activities. Work involves complex and detailed clerical, technical and research-oriented tasks, oftentimes related to the collection of data and the preparation of reports. Judgment and initiative are exercised frequently in verbal and written communications and in interpreting policies and procedures. The work involves considerable internal and external contacts and performing difficult non-routine tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist in the preparation of periodic budget reports including research, writing, typing, proofreading, layout, publication and distribution;

Assist in managing audit;

Responsible for Risk Management/General Liability, content, and flood insurance;

Responsible for reading and analyzing contracts;

Monitor budget transactions to identify potential problems;

Prepare charts, graphs and related materials for reports and presentations;

Process and perform data entry for budget adjustment requests;

Process confidential information;

Retrieve information from computerized databases;

Communicate verbally and in writing on routine and non-routine transactions;

Formulate correspondence independently as directed;

Direct the preparation of regular and special budget reports;

Prepare PowerPoint presentations for financial analysis;

Review operating budgets to analyze trends affecting budget needs;

Schedule and make arrangements for meetings;

Assist and/or prepare monthly bank account reconciliations;

Perform journal entries and month-end processing;

Assist Accounting Department personnel as needed;

Complete special projects and miscellaneous assignments as required.

SUPERVISORY RESPONSIBILITIES – Position has no supervisory responsibilities.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE – Bachelor’s degree in Accounting, or equivalent combination of education and experience with emphasis in Accounting or Finance. **Must have experience in managing compliance audits, strong writing and analytical skills, experience researching financial and legal topics, marketing and public relations, and working with statistical software.** Ability to multi-task, work under pressure, meet deadlines and be able to thrive in a fast-paced environment. Must be able to work independently, compiling and analyzing data. Knowledge of generally accepted accounting principles and budgeting practices a plus. Governmental Accounting experience preferred. Expert knowledge of computer software, including Microsoft Office (Word, Excel, PowerPoint), Outlook;

LANGUAGE SKILLS – Must have strong verbal and written communication skills and strong ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, groups of managers, and/or the general public.

MATHEMATICAL SKILLS - Ability to apply advanced accounting concepts such as accrual and modified accrual accounting. Ability to create advanced Excel spreadsheets. Ability to read general ledger and budget reports and financial statements.

REASONING ABILITY - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate; Social Security Card.

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.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION OR TO APPLY FOR THE ABOVE POSITION, PLEASE COMPLETE AN ONLINE APPLICATION OR COME BY THE HUMAN RESOURCES DEPARTMENT AT 300 BROWNSWITCH ROAD, SLIDELL, LA FROM 9:00 A.M. TO 3:00 P.M.