



**GOLDENROD HILLS COMMUNITY ACTION, INC.**  
**JOB DESCRIPTION**  
“People Helping People, Changing Lives in Northeast Nebraska”

**JOB TITLE:** Staff Accountant  
**DEPARTMENT:** Fiscal  
**WORK LOCATION:** Wisner Central Office  
**GRADE LEVEL:** 3

**JOB RELATIONSHIP:** Supervised by: Fiscal Officer  
Supervises: None

**JOB SUMMARY:**

Under the general supervision of the Fiscal Officer, the Staff Accountant is responsible for preparing and entering accounting information into the GMS system. Additionally, must have knowledge of and support the Agency’s mission, vision, code of ethics and strategic plan for helping people, changing lives in Northeast Nebraska. Overtime must be approved in advance by the Fiscal Officer. Must comply with drug and alcohol free workplace policy. Position contingent upon continued program funding.

**DUTIES AND RESPONSIBILITIES:**

1. Preparing invoices for payment and generating computerized checks,
2. Filing of paid invoices,
3. Generating general journal entries,
4. Prepare reports using Excel and GMS software as necessary,
5. Generate payroll in the absence of the Payroll Clerk,
6. Attend training as required by the Fiscal Officer,
7. Perform other duties as deemed necessary by the Fiscal Officer or Executive Director,
8. Responsible for performing assigned duties in a professional and confidential manner.

**QUALIFICATIONS:**

**Education and Experience:**

- ◆ Bachelor degree in the field of accounting,
- ◆ Prior accounting experience desired.

**Knowledge, Skills, and Abilities:**

- ◆ Knowledge of accounting principles and practices,
- ◆ Knowledge of the structure and content of the English language,
- ◆ Ability to adapt to computer accounting applications,
- ◆ Ability to apply mathematical reasoning to problem solving,
- ◆ Ability to operate office equipment including, but not limited to computers, copiers, fax, phone,
- ◆ Ability to lift binders, files and office equipment up to 50 lbs,
- ◆ Ability to work independently and with accuracy,
- ◆ Ability to organize, plan and prioritize work to meet deadlines,
- ◆ Posses a valid driver’s license and meet the Agency’s driving and insurance requirements,

- ◆ Ability to comply with the drug and alcohol free work place
- ◆ Ability to comply with the Agency's confidentiality policy

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE