

**Lane Council of Governments
Job Classification**

Job Title:	Accounting Analyst	FLSA Status:	Non-Exempt
Division:	Administrative Services	Range:	14
Reports To:	Financial Services Manager	Last Revised:	August 2000

General Statement of Duties

Prepares, maintains and posts complex financial data to the general ledger, subsidiary ledgers or other fiscal records for accounts payable, according to generally accepted accounting procedures. Prepares financial statements and reports.

Supervision Received

Work is performed under applicable policies, guidelines and appropriate technical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Limited responsibility for financial resources. Work is part of a larger task where many checks exist for errors.

Essential Job Functions

Analyze invoices, maintain knowledge about current cash flow, and determine appropriate payment schedule. Code all invoices for payment, down to the contract level when necessary. Enter payable data into fiscal system, produce reports making sure all data is accurate, prepare vendor checks for mailing. Respond to and initiate vendor inquiries regarding the payables.

Maintain organized accounting records and payable files allowing easy information retrieval for LCOG staff and auditors.

Assist supervisor in preparing special reports or projects requiring extensive research, interpretation or auditing of financial and statistical data. Analyze financial record keeping system to recommend improvements to meet operational objectives. Provide information and feedback on necessary program changes.

Prepare 1099's and required reports by manually compiling and verifying accuracy of the data from accounting records.

Other Job Functions

Provide back-up support to other clerical positions in the office in case of absence or work overload.

Perform other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of objects weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of basic math including the ability to add, subtract, multiply, and divide with accuracy.

Considerable knowledge of computerized spreadsheets.

Knowledge of laws, regulations, standards, and prescribed procedures applicable to payroll or accounts payable/receivable processing.

Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.

Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator and photocopier.

Ability to physically perform assigned duties.

Education and Experience

Associate's Degree in accounting and three years clerical accounting experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.