

Delta Regional Authority Position Description

JOB TITLE: Senior Accountant

POSITION SUMMARY: The Delta Regional Authority (DRA) was created by Congress in the Delta Regional Authority Act of 2000 (Act). The Act established a federal awards program designed to improve the life for residents of 252 county/parishes in the Mississippi delta area. To achieve the goals outlined by Congress, DRA partners with Federal agencies, state and local governments, non-profits, and the business community to bring economic development projects to the delta region.

As a member of the senior management team of the DRA, the Senior Accountant is responsible for carrying out the administrative functions of the Authority.

SUPERVISORY CONTROLS: This position reports directly to the Director of Finance and Administration (DOFA). The incumbent is relied upon to use initiative and judgment in carrying out assignments, guided by knowledge of DRA policy and mission. Duties must be performed with a great degree of latitude and independence of action.

SUPERVISION EXERCISED: None

FLSA STATUS: Exempt

GENERAL JOB DESCRIPTION: The Senior Accountant supports line management by preparing financial statements and other reports as well as collect and analyzes financial data, trends, costs, revenues, commitments and obligations to assist management in making informed decisions based on verified and sound financial evidence. The Senior Accountant researches accounting rules/regulations and makes recommendations regarding financial policies; takes a lead role in the annual audit/budget, offers strategies, and develop assumptions; and causes underlying budget v actual results.

KEY COMPETENCIES: Strong work ethic; analytical, problem solving skills, excellent oral & written communication; Microsoft Office Suite; various accounting software; fund or governmental accounting; budget, payroll, accounts payable, and receivable; and bank reconciliations, inter-fund payables and receivables, payroll, and transfers in and out.

MINOR DUTIES AND RESPONSIBILITIES: May lead or direct the work of others; performs a variety of complicated tasks with minimal supervision; and other duties as assigned by the DOFA.

DUTIES AND RESPONSIBILITIES: Essential functions include, but are not limited to, the following:

1. Prepare accurate, timely financial statements in accordance with established schedule;
2. Perform bank, balance sheet, revenue, and payroll account reconciliations to ensure accurate reporting and account integrity by agreeing month/YTD amounts to verifiable documentation;
3. Meet w/department heads/designees monthly to determine cause for budget v actual variances and prepare/design management reports to advise management of budget & obligation status;
4. Analyze financials for discrepancies and conduct monthly general ledger maintenance;
5. Maintain class codes, generate invoices, review, correct, and/or prepare inter-fund entries to balance inter-fund transfer in/out and inter-fund payable/receivable balances;
6. Coordinate/assist DOFA with conducting the annual audit/budget process;
7. Develop assumptions underlying budget, forecasts revenues & expenses;
8. Prepare payroll journals, analyze trends, costs, revenues, commitments, and obligations & de-obligations;
9. Ensure financial statements comply with Generally Accepted Accounting Practices guides;
10. Accrue receivables and payables;
11. Recommend financial policies and update/revise the accounting policies & procedures manual;
12. Prepare or recommend documented journal entries prior to input into accounting software;
13. Review/approve account coding for payable/receivable/revenue/expense/vendor profile; and
14. Verify that documentation exists to support all balance sheet/revenue/and expense accounts.

QUALIFICATIONS:

Education: A minimum of a Bachelor's Degree from a four-year accredited college in accounting or a minimum of 21 accounting credit hours.

Experience: Four to six years of experience in an accounting position; knowledge of fund or governmental accounting, a plus; and familiar with Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) concepts, practices, and procedures.

Other: A wide degree of creativity and latitude is allowed; ability to plan, coordinate, and prioritize workflow to meet deadlines; and independent and accurate work with attention to details required.

WAGE RATE: Salary is based upon salary history, education and experience.

PHYSICAL REQUIREMENTS: Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) ability to make accurate observations; and (b) communicate effectively with others.
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; and (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include, but may not be limited to, the following: (a) standing, walking, and sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours, while performing essential functions.

ACKNOWLEDGEMENT OF JOB DESCRIPTION: I have read and discussed this job description with the expectations described herein. As an employee of the DRA, I will perform my duties in accordance with these expectations.

Employee Signature _____ Date _____

Director of Finance _____ Date _____