

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Accountant

JOB CODE : 002201

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

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**SUMMARY STATEMENT**

The Accountant performs accounting work requiring the application of well-established principles, concepts, and practices to varied accounting assignments.

**DIMENSIONS**

The incumbent has contributory impact upon the operating budget of the General Accounting Section. The incumbent has no direct supervisory responsibility and reports to the Financial Accounting Supervisor.

**NATURE AND SCOPE**

1. Makes all entries to accounts receivable subsidiary ledgers, maintains related files, prepares aged account schedules, and processes uncollectible accounts receivable for assignment to DOE;
2. Prepares bank deposits and processes advice of charges and payment vouchers received from the bank;
3. Assures accurate, timely cash receipt input to Data Control for general ledger and cost distribution purposes and maintains appropriate records;
4. Reconciles related general ledger accounts on a timely basis;
5. Prepares accounting entries to record payment vouchers on letter of credit and transfers from the general bank account to the payroll account;
6. Makes day-to-day decisions concerning treatment of financial transactions;
7. Recommends solutions to difficult and complex problems and proposes changes or revisions to operational features of the accounting system;
8. Makes studies which are varied and difficult in character requiring evaluation and ingenuity;
9. Interprets financial data for management;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as assigned.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

## Accountant

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

## Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

## PRINCIPAL CONTACTS

The incumbent has frequent contact with operating personnel to supply accounting data, secure information on operations and problems, describe additional data which could be made available, and furnish advice based on well-established principles and practices.

## WORKING CONDITIONS

General office conditions exist most of the time.

## REQUIRED WORK EXPERIENCE

This position requires one year of professional accounting experience which has provided practical knowledge, preferably related to government construction contracts.

## REQUIRED TRAINING

This position requires a bachelor's degree in accounting, or equivalent experience.

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**OTHER SPECIAL QUALIFICATIONS**

None.