**FINANCIAL ACCOUNTANT**

**QUALIFICATIONS**

* Associate degree in accounting or equivalent experience
* General ledger experience
* Strong verbal and written communication and interpersonal skills
* The physical ability to use the telephone
* Ability to:
	+ Deal with eye strain from extended periods of time using the personal computer
	+ Performing multiple tasks simultaneously
	+ Perform tasks in Outlook, Access, Excel, Word, Publisher
	+ Physical strain on the wrist from using the keyboard for extended periods

**DESCRIPTION OF DUTIES**

* Assigned specific daily and monthly routine tasks
* Accounts payable invoices
* Verifying invoices for mathematical accuracy and correct account coding
* Supports sales tax implementation
* Process purchase orders and receive appropriate approvals
* Perform or assist in clerical duties such as faxing, filing, photocopying and collecting documents as assigned
* Supports the financial team
* All other duties as assigned.

**REPORTING TO THIS POSITION** No Direct Reports

**POSITION REPORTS TO:** CFO

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics 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.

* *Physical Demands:* While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear.  The employee must lift and/or move up to 20 lbs.  The physical ability to use the telephone.  Specific vision abilities require the use of personal computer by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.  Ability to have oral expression, oral comprehension, written expression, written comprehension.
* *Work Environment:*  While performing the duties of this job, the employee is not exposed to weather conditions prevalent at the time.  The noise level in the work environment is low.