

## **FINANCIAL ACCOUNTANT**

**APPLICATION DEADLINE IS WEDNESDAY, SEPTEMBER 2, 2015 AT 11:59PM**

**Division:** Accounting  
**Reports to:** Assistant Controller or Senior Accountant  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full time  
**Salary Grade:** 32  
**Monthly Salary Range Minimum:** \$3,498  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Responsible for performing advanced professional accounting relative to receipts, expenditures and other payments, encumbrances, fund transfers, revenues and grants.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Responsible for the accounting function of assignment grouping of accounts and/or subaccounts, (such as bond resolutions, operating accounts, grant segments, etc.), including, but not limited to, entry of appropriate journal entries, periodic reconciliations, prepares and maintains appropriate financial schedules, and other associated tasks.
- Assists Accounting division management with the supervision of the Accounts Payable process, including, but not limited to, review of payment processing procedures and offering recommendations for improvement, review (and subsequent approval or denial) of Accounts Payable vouchers, supervision of vendor maintenance, and resolving Accounts Payable issues as they arise in a timely and efficient process.
- Reviews and approves federal drawdowns through the applicable federal government data systems.
- Records Automated Clearing House (ACH)/fedwire deposits into the State of Tennessee's Enterprise Resource Planning (ERP) system, Edison, in compliance with established procedures and practices.
- Reviews the federal drawdown Accounts Receivable ledger, and researches and resolves aged items; reconciles the Accounts Receivable ledger to THDA's General Ledger.
- Prepares statistical journal vouchers for federal administrative fee revenue, and enters such into Edison.
- Enters journals into THDA's accounting system and/or Edison based on appropriately supported and documented evidence.
- Reviews, then approves or denies, various journal entries that are processed through THDA's Accounting System or Edison, including Interunit (IU) and Multiunit (MU), and correcting journal entries entered by other accounting staff.
- Ensures that monetary receipts are appropriately entered into Edison in a timely manner, with the subsequent approval or denial of cashing batches, and that such batches are subsequently completed.
- Reviews financial transactions of THDA's operations, including preparing periodic journal entries to record the results of such transactions, and performing subsequent reconciliations to ensure that such journal entries are appropriate.
- Assists the Accounting team by performing the duties of other similar positions in the event of their absence.

- Assists the Controller with technology research and development projects associated with the accounting and proprietary line-of-business applications systems used by the Accounting division; may serve as a subject matter expert for one or more professional software systems.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- Bachelor's degree in accounting, or a Certified Public Accountant (CPA) in good standing.
- One year of experience in professional accounting work.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

#### **Knowledge, Skills, Abilities, and Competencies:**

- Considerable knowledge of basic accounting theory and practice, and auditing and data processing.
- Strong accounting skills and good basic math skills.
- Knowledge of current business practices and principles.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to transfer data from accounting/financial/data systems into other programs, such as Microsoft Access, Excel, Word, etc.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- The ability to work effectively and efficiently within a team environment.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities; extensive knowledge and skills of professional accounting software.

#### **Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE  
ONLINE APPLICATION INSTRUCTIONS**

**APPLICATION MUST BE COMPLETED AND RESUME ATTACHED FOR CONSIDERATION**