ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Accountant

REPORTS TO: Director of Finance

CLASSIFICATION: Exempt

PURPOSE OF POSITION:
- To assist the Director of Finance and support all areas of ASMSA fiscal related tasks.
- To supervise and support the Purchasing/Travel Coordinator and Accounts Payable Specialist.
- To perform analysis supporting selection of suppliers, goods, and processes
- To conduct reconciliation procedures to ensure accuracy of information

RESPONSIBILITIES AND PERFORMANCE STANDARD:
Duties include, but are not limited to:

- Process accounts payable checks and check cancellation requests.
- Coordinate purchasing functions with support of UALR Purchasing including processing of sealed bids, obtaining formal quotes, RFPs and RFQs, requisition approval, receiving goods, and maintaining inventory.
- Perform the analysis/reconciliation of all balance sheet accounts, bank and state treasury accounts monthly, or as needed, which includes the proper posting of general accounting and payroll transactions.
- Review contracts and work with University of Arkansas legal counsel for approval prior to execution.
- Reconcile grant & gift tracking, complete report preparation and invoicing.
- Update fixed asset records for all new equipment and place asset tags on each item.
- Work with DFA and Workday Support Services to submit financial information from Workday to AASIS to obtain monthly state general revenue reimbursement.
- Prepare end of period or end of year journal entries.
- Assist with the preparation of required state reports.
- Assist with state and internal audit functions.
- Assist in preparation of ASMSA's budget at both the organization and state level.
- Assist with asset inventory annually.
- Prepare and process 1099 tax forms
- Obtain permission from DFA Marketing & Redistribution to dispose of obsolete, stolen, and missing items.
- Coordinate summer conference contracts
- Provide training and guidance to fellow employees with respect to finance systems and functions, including the use of the Workday system.
- Other duties as assigned.

POSITION QUALIFICATIONS:
- Bachelor’s Degree in accounting, business, or related field.
- A minimum of three years of experience working in related areas.
- One year experience serving in a supervisory or lead role.
- Advanced knowledge of the use of computers, particularly Microsoft Excel, to include Microsoft and Google products, and the ability to learn new software.
- Organizational and time management skills to coordinate multiple projects, tasks, and deadlines on a regular basis.
- Ability to analyze financial information, apply critical thinking and problem solving strategies striving for greater business efficiencies.
- Strong interpersonal skills, able to create and maintain professional and cooperative work relationships within and outside of the school.
- Ability to supervise, coach, and manage employees effectively.
- Experience with Workday, higher education and state finance rules and regulations, and CPA certificate is preferred.