

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Accountant	1/14/11	CSM	2/3/02

Purposes

This position is an entry level professional accounting position in which the incumbent applies accounting principles in working with specialized accounting records and reports and is responsible for assisting in the day to day maintenance of a complete and accurate general ledger and in preparing basic financial reports.

Responsibilities

An Accountant 1 performs accounting functions in a variety of different settings throughout the Church. In general, incumbents in this position perform the following types of functions:

1. Initiate general ledger file maintenance so that financial statement presentations will be accurate and meaningful.
2. Reconcile accounts, review reconciliations, and make sure that all outstanding items are properly cleared.
3. Prepare special studies and reports for departments and organizations as required.
4. Prepare journal entries and other adjustments to correct errors.
5. Analyze budget requests and explain any budgetary changes resulting from increased costs or changes in programs.
6. Consolidate accounting information for use in accounting statements and summaries.
7. Review expenditures against budget and make necessary reconciliations, investigations, and correcting entries.
8. Assist in preparing various financial estimates and expense reports.
9. Draft correspondence to appropriate parties regarding any differences that require investigation or further action.
10. Review and monitor invoices submitted for payment which exceed certain dollar amounts as defined by policy.
11. Audit project accounts for compliance to policy and correspond with appropriate parties regarding the status of these projects.

Qualifications

Bachelor's degree in Accounting (or Finance or Business Management) is required. Incumbents must demonstrate a well-grounded knowledge of financial and accounting theory and a knowledge of generally accepted accounting principles preferred.

No post graduate professional accounting experience is required for this position.