

<p style="text-align: center;">BLUEGRASS AREA DEVELOPMENT DISTRICT JOB DESCRIPTION</p>

Job Title: Accounting Assistant

Department: Administration

Supervisor: Chief Financial Officer

Location Address: 699 Perimeter Drive, Lexington, Kentucky 40517

Grade: 3 (\$14.70 - \$18.38)

Compensation: Competitive Wages, CERS State Retirement, Insurance, Paid Leave, Sick & Holidays

Part Time _____ Hourly X Full Time X Salaried _____

GENERAL DUTIES AND RESPONSIBILITIES:

1. Processes and/or reviews vendor and contractor invoices and travel reports to ensure accuracy of general ledger coding as well as accurate and timely payments.
2. Prepares Purchase Orders as needed for expenditures.
3. Ensures that all deadlines are met in accordance with the closing dates set by management.
4. Communicates with external auditors/monitors and satisfies their requests for information.
5. Assists HR with payroll processing.
6. Generates and submits invoices to local, state, and federal agencies and maintains an Aging Accounts Receivable Report.
7. Reconciles bank statements monthly as assigned.
8. Assists with ensuring compliance with GASB, GAAP as well as rules and regulations regarding federal, state, and local grants.
9. Enter data in accounting program for A/P, A/R and HR.
10. Phone coverage for switchboard, when needed.
11. Other duties as assigned by Chief Financial Officer

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent communication skills and positive attitude.
2. Knowledge of financial and governmental accounting principles, payroll regulations and Medicaid billing.
3. Proficient knowledge of Microsoft Office, Excel, and multiple accounting software programs, preferably CYMA Not-for-Profit/Fiscal Agent software.
4. Strong work ethic and emphasis on attention to details.
5. Analytical problem solving ability.
6. Ability to work well under pressure and within short deadlines.

EDUCATIONAL/EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE JOB:

1. Graduate of a college or university with a bachelor's degree in Accounting or Finance.
2. Two to five years of experience (preferred in public accounting).
3. Proven experience with accounting software programs.

DEADLINE: Open until filled

SUBMIT RESUMES TO: kfry@bgadd.org

EOE

*****BLUEGRASS AREA DEVELOPMENT DISTRICT RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.*****