

ACCOUNTANT

SKILLS



Analyzing and Interpreting Data



Calculations & Formulas



Questioning Attitude



Communication



Problem Solving



EDUCATION

Associates Degree in Accounting;

OR High School Diploma/GED and experience

JOB DEMANDS

Detailed Work • 34-66%

Multitasking • 34-66%

Math • 34-66%

Problem Solving • 34-66%

& Analysis

Oral & Written • 34-66%

Communication

SALARY RANGE

\$77,000 - \$123,000

TYPICAL DUTIES

- Balance and reconcile all NPPD bank accounts to the general ledger.
- Compile, prepare and submit monthly reports, journals and company-wide statistical data.
- Perform month-end closing duties and routine accounting transactions, raise questions about unusual or questionable items, and to suggest solutions.
- This position performs a variety of accounting tasks, spreadsheets, and presents and supports findings and recommendations.
- This position also examines a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported.