

**HEALTH LITERACY ACCOUNTANT
CITY OF VICKSBURG
JOB DESCRIPTION**

Job Title: Project Accountant
Department: Health Literacy Project
Reports to: Project Director
FLSA Status: Exempt
Approved by:
Approval date:

Job Summary

The City of Vicksburg (COV) is the recipient of a two (2) year grant awarded by the Department of Health and Human Services (DHHS) entitled “COVID-19 Health literacy, Accessibility, Management, Prevention, Intervention, Outcomes, and New Skills (CHAMPION) for Equitable Communities”. The Project Accountant will carry out accounting and financial compliance of the grant including, general ledger recording, financial reporting, budgeting, accounts payable, payroll and accounts receivable for the project. Assists the Project Director in the compliance of accounting practices with state and federal laws and City of Vicksburg policies. Performs audits of various functions involving but not exclusive in the areas of fixed assets, payroll accounts payable, receipting and the general ledger. Prior experience in grants management is a must.

Essential Duties

- Assists with the accounts payable and payroll processes.
- Process Subaward recipients’ invoices.
- Track and monitor project’s budget.
- Prepare monthly financial reports.
- Performs calculations for general ledger recording of insurance expenses, prepaid insurance expense, certificate of deposit transactions, depreciation expense, recover cost expense, cash receipts, accounts payable transactions, payroll, utility journal and other transactions.
- Reconciles account activity.
- Assists with the federal drawdowns.
- Maintains accounts receivables and project agreements.
- Performs financial, procedure and compliance audits assuring management that state and federal statutes and policies are monitored and followed.
- Assist with outreach activities.
- Assists in any other accounting and grants management duties as assigned by the Project Director.

Education and/or Experience

Bachelor’s degree (B.A./B.S.) in accounting from a four-year college or university and at least three years of related experience; or equivalent combination of education and experience. Must be familiar with a variety of accounting concepts, practices, and procedures especially governmental accounting or fund accounting. Must be or be able to become familiar with State

of Mississippi statutes, state financial and accounting laws, the State Department of Audit policies and procedures, as well as federal and IRS rules and regulations.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply concepts of complex algebra.

Computer Skills

To perform this job successfully, an individual should have knowledge of accounting software, spreadsheet software and word processing software.

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skills and Abilities

Must be able to work closely with other employees, vendors and management. Must be able to handle all tasks with tact and confidentiality. Must have very good organizational skills.

Other Qualifications

Overtime, alternative work schedules and on-call status may be assigned if needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.