



Position Description

TITLE: Accounting Specialist

CLASSIFICATION: Level 3

DEPARTMENT: Finance & Administration

REPORTS TO: Controller

SUPERVISES: None

DATE ESTABLISHED/REVISED: June 22, 2017

RESPONSIBILITIES: The staff position responsible for various accounting work of a more advanced and diversified nature in support of the Controller. The duties may include summarizing transactions, report compilation, developing and maintaining complex accounting records and account analysis, month-end closings, and resolving accounting discrepancies. The position may provide guidance and training to accounting clerks.

EXAMPLES OF WORK

- Prepare or assist in the preparation of quarterly and other periodic governmental reports and maintain underlying accounting records.
- Assist the Controller in the training of new accounting clerks and the implementation of new procedures.
- Assist the Controller in the implementation and maintenance of computerized accounting processes.
- Perform other finance and accounting tasks as may be assigned by the Controller.

QUALIFICATIONS

- Bachelor's Degree with an Accounting major; or an Associate Degree with an Accounting major and three years general experience in accounting.
- Demonstrated skills in accounting.
- Strong aptitude in Microsoft Office and general computer use.
- Ability to deal courteously and communicate effectively with employees and the public is essential.
- Sage 100 experience is a plus.
- Transportation experience preferred but not required.

LANTA is an equal opportunity employer. In accordance with anti-discrimination law, LANTA prohibits discrimination and harassment of any type and affords equal employment

opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. LANTA conforms to the spirit as well as to the letter of all applicable laws and regulations.