

# Eastgate Regional Council of Governments

## Position Description

### Accountant

Eastgate, a Regional Council of Governments and Metropolitan Planning Organization, is seeking a full time Accountant. This position is responsible for the office fiscal management, to include administration of finance, office accounting, budgeting, audits, grants management, procurement, appropriations, and other fiscal activities of the agency. Responsible for all daily accounting activities, bi-weekly payroll, accounts payable and receivable processing, monthly financial reporting, and year-end financial report preparation.

Tasks associated with this position may include, but not limited to:

- Maintain federal and state grant accounts, including draw down requests, payment and fund disbursements
- Prepare, maintain and preserve all documentation required for accurate and timely receipting of funds, payment of invoices, grants and contract entities, purchase orders, financial reports and fiscal reports
- Annually prepare and send out dues and assessment invoices
- Prepare quarterly, year-end, and other special payroll and financial reports for review as needed
- Review data entry and prepare invoices to grantor agencies
- Assist with preparation of end of year financial records for audit by State Auditors
- Perform other duties as assigned

#### Requirements:

- Bachelor's Degree from an accredited college or university in accounting. Must have a minimum of two years practical accounting experience
- Proficiency in standard office computer applications and software including MS Word, Excel, and QuickBooks is required
- Preference will be given to applicants with governmental and/or fund accounting experience
- Applicant must be legally able to work in the U.S.

Compensation: \$40,684.80 - \$51,500.08/year depending on experience  
Full benefits to include OPERS, health and dental care, vacation, sick and holiday leave

Interested candidates should cover letter and resume, with 3 references to:

James G. Kinnick, P.E.  
Executive Director  
Eastgate Regional Council of Governments  
City Centre One, 100 East Federal Street, Suite 1000  
Youngstown, Ohio 44503

Position is open until 3:00 p.m., Friday, October 13, 2017

***The Eastgate Regional Council of Governments is an Equal Opportunity Employer***

