Job Description for an entry-level Accounting position

Kartesh Patel

Institutional Affiliation(s)

Author Note

Job Description for an Entry-level Accounting Position

# Position

Entry Level Accountant

# Qualification and Experience

High School or Equivalent degree in Accountings, Economics, Commerce or Business. Working knowledge of Quick Book and Microsoft Applications is also required

# Job Description

* Oversee the accounting tasks, which includes operating and augmenting the accounting system for different complex and inter-related applications of the DVA.
* Oversee budget accounting and, as required, exercise commitment about fiscal and accounting related actions which might involve the RO’s resources and accounts.
* Assist in making and administrating the financial budgets, enforce submission with accounting principles and maintaining all series of the accounting records.
* Conduct an internal audit of the company from time to time, or as required and authenticate audit for verifying the validity and accuracy of accounting records and information.
* Responsible for creating and monitoring a system of the company’s controls to prevent over-obligation of funds.
* Report to management about any omissions or misstatements of obligations.
* Develop and implement electronic applications and spreadsheets.
* Preparing RO and SAOs for internal control appraisals and for division reports.
* Analyzing accounts, furnishing information for management.
* Serve as either primary or alternate liaison with a different organization.
* Serves as ALAC POC within the RO.
* Liaison with staff in the Finance section, division supervision, and management, as well as other RO managers and supervisors.
* Liaisons with Treasury Regional Disbursing Office, IT Centers and/or Treasury Disbursing Centers, Federal Reserve Bank, GAO, and VACO.
* Receive, analyze and interpret regulatory, fiscal, and accounting directives issued by VACO, the Comptroller General, Treasury, OMB, etc.
* Performs other duties, as assigned.

# Salary

Market Competitive.