

**Job Title**

Junior Accountant

**Reports To**

Accounting Supervisor

**Purpose**

To perform monthly governmental/fund accounting work. This is a full-time position located in Shreveport, LA. Some travel may be required.

**Responsibilities**

- A. Record and report financial transactions for assigned clients. Review accounts, payroll, and other fiscal records. Prepare financial report statements and analyses when required.
- B. Prepare periodic reports and year-end reports. Assist in the preparation of annual and other state or federal reports. Provide analysis of available funds at clients' request.
- C. Make journal entries to balance and close monthly books in general ledger revenue and expense accounts. Reconcile general ledger and subsidiary utility accounts. Assist departmental personnel with proper expenditure coding. Document preparation and other accounting related activities.
- D. Maintain fixed asset accounts. Perform periodic financial studies and analyses.
- E. Develop financial statement formats in accordance with generally accepted accounting principles (GAAP) and legal requirements.
- F. Maintain files in all grants including grant agreements, approval budgets, and expenditure guidelines.
- G. Prepare monthly, quarterly, or annual grant reimbursement requests, and/or reports as required by federal, state, or other grantor agencies.
- H. Assist in developing and maintaining grant budgets and expenditures. Provide assistance and prepare responses to finding of grant auditors.
- I. Supervise and prepare monthly reconciliations of bank accounts to the general ledger cash accounts.

**Educational and Experience**

- A. Possess an associate's or bachelor's degree from an accredited college with major work in accounting or business administration; and
- B. Three years of increasingly responsible technical accounting experience; or
- C. Any equivalent combination of education and experience, with additional work experience substitution for the required education.

**Necessary Knowledge and Skills**

- A. Knowledge of standard accounting practice/procedure (SAP). Must be familiar with GAAP.
- B. Ability to examine and verify financial documents and reports, and prepare a variety of financial statements, reports and analyses.
- C. Communicates clearly and concisely, orally and in writing.
- D. Extensive knowledge of Excel, Word, and Outlook.

**Behavior Requirements**

- A. Must possess a customer service oriented and pleasant attitude, along with a professional demeanor.
- B. Ability to establish strong interpersonal relationships with team members.
- C. Willingness and ability to learn additional software packages as required.
- D. Ability to work with little direction, maintaining confidentiality and professionalism.

\*\*Please send resumes to Jessica Strange at [jessica@callhsa.com](mailto:jessica@callhsa.com).