

**ECONOMIC DEVELOPMENT CORPORATION
OF KANSAS CITY, MISSOURI**

JOB DESCRIPTION – ACCOUNTANT

SUPERVISOR: Controller

SUMMARY: Participate in and support the accounting process for the Economic Development Corporation and its affiliate agencies

AGENCIES: As Assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Accounts Payable:

- Receive invoices and input into accounting software system (Great Plains). Obtain proper authorization from SVP/CAO.
- Determine proper entity and expense account in which the invoice belongs.
- Set up and maintain vendor information in accounting software system.
- Run computer and type manual checks as needed.
- Reconcile vendor statements to accounting system.
- Communication with vendors regarding payment and invoice.
- Filing of calendar year-end 1099's.
- Prepare monthly billings.

Accounts Receivable:

- Daily deposits of receipts for loan payments into the proper checking accounts and related input into the accounting software system.
- Daily deposits of receipts into accounting system.
- Monthly draws for reimbursable and grant funds for payment of invoices related to ongoing projects.
- Monthly maintenance for Notes Payable through loan funds.
- Monitor receipts and validate corresponding payables to insure payment in a timely manner.

Cash Management:

- Monitor cash balances and cash flows for all agencies checking and trust accounts.
- Reconcile and maintain developer retainers.
- Prepare and maintain daily deposits for all entities.

Other Related Finance/IT Duties:

- Financial statement preparation and related board memos as assigned.
- Prepare and process bi-weekly payroll and related entries.
- Attendance and presentation at board meetings as required
- Monthly GL to system account reconciliation of cash, AR and A/P.
- Assist controller in problem solving.
- Cross train on general ledger activity.
- Will be backup and liaison for IT functions with outside IT firm.

- Assist in solutions to internal IT issues and problems.
- Assist in short term and long term planning of the EDC's IT environment.
- Assist in preparation of client schedules for annual financial audit.

QUALIFICATION REQUIREMENTS:

- Ability to work independently as well as part of a team.
- Detail oriented with good organization skills.
- Knowledge and understanding of GAAP and Not-for-Profit accounting methods.
- Ability to prioritize and work on several projects at one time.
- Knowledge of internal controls.

EDUCATION/EXPERIENCE:

- Four year degree from an accredited university required, preferably in accounting or business.
- Minimum of two years' experience in Accounting field.

COMPUTER SKILLS:

- Knowledge of Microsoft Office software programs including Outlook, Excel, and Word.
- Proficient with Great Plains Dynamics Accounting software.

RESIDENCY REQUIREMENTS: Must reside within the city limits of Kansas City, Missouri or agree to relocate within 6 months of hire.