

**Filled Full-Time Accountant: Downtown Cleveland, Mon. - Fri. 8 am - 5 pm,
\$23.00-\$24.00/ Hr.**

Job Purpose:

Maintain fiscal control and operations to ensure accountability and compliance with established policies for Federal, State and City regulations; responsible for performing timely and accurate accounting of revenues and expenses.

Duties:

- o Audit contractors invoices submitted for payment against terms of contract, verify contract balances

Record all fiscal transaction and data entry postings. Review travel expenses, monitor and analyze financial records and reports, and distribute financial records and reports. Serve as contact person with other departments and agencies to provide a line of communication

- o Make budget and cost projections, assist in the annual budget process

Assist in preparing comprehensive annual financial reports (CAFR) and schedule; assist in the annual budget process.

Process requisitions encumbrances, and encumbrance adjustments, process purchases. Review and prepare billings for construction and engineering projects submit for reimbursements

Control office supplies, respond to vendor inquiries review and analyze input into FAMIS, provide assistance to supervisor, coordinate billings and account receivables, prepare and analyze capital and operating leases, maintain accounting and automated data systems, record all fiscal transactions and data entry. Review and up-date accounting and automated data system complete month end closing process, including cost allocation plan. Review and analyze input of the financial accounting management information system (FAMIS)

Requirements:

- o Bachelor's degree in accounting or related field and experience

Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise, require discretion in determining and referencing such to established criteria to define consequences and develop alternatives

Ability to prepare various financial reports and records, budgets, accounting reports, encumbrance, reconciliation reports, memos, forms, financial statements and correspondence,

Experience:

A minimum of one (1) year experience as an accountant or related accounting equivalents Ability to make strong analytical judgments and pro-active problem solving skills Ability to use and interpret accounting terminology

- o Ability to operate office machines including computers and external drives

Basic Prerequisites:

- o Must be able to pass a drug screening
- o No violent felonies or violent misdemeanors
- o The accountant must have the experience, education and abilities to perform the job duties

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