

## **Job Description - LTRC Accountant**

Hours: Average 31 hours per month

Responsibility: Perform general accounting services for LTRC

### Essential Duties:

- Maintain financial records segregated by program/activity
- Prepare monthly financial statement segregated by program/activity
- Ensure LTRC Financial Procedures are followed by various program/activity Chair and/or Treasurer
- Ensure all financial transactions comply with state and federal regulations
- Maintain LTRC checking account to include check issuance, deposit verification, and monthly statement verification
- Prepare various IRS tax forms including, but not limited to, Form 990, Form 1099, Form W2G, Form 1096
- Analyze program/activity subaccounts as necessary
- Prepare specialized financial reports as requested
- Assist in the preparation of the Council's General Fund and Capital Fund budget
- Attend meetings as necessary
- Provide direction and advice to program/activity representatives
- Serve as liaison with financial institutions, vendors, Council officers, committee chairs as necessary
- Be available to program/activity representatives, Council officers, board members, representatives of Baltimore County Department of Recreation and Parks, etc. via telephone and/or electronic media

### Knowledge, Skills & Abilities

- Knowledge of accounting theory, principles, practices, and procedures
- Knowledge of automated accounting systems
- Skill in maintaining complex accounting records
- Skill in analyzing accounts, ledgers, journals, and other accounting records and statements
- Skill in preparing budgets and statistical reports
- Skill in applying all laws, codes, and standards to accounting procedures