



**OCAB COMMUNITY ACTION AGENCY  
JOB DESCRIPTION**

<b>Program:</b> SCP	<b>Position:</b> Accounting Associate
<b>Grade:</b>	<b>Reports to:</b> Comptroller
<b>Supervises:</b> 0	
<b>Executive Director's Approval:</b> _____	<b>Approval Date:</b> ___/___/___

**Summary:**

This position requires strong accounting and analytical skills, along with exceptional interpersonal skills to communicate effectively with fiscal management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Accounting Associate is responsible for managing deposits and withdrawals of funds, posting and maintaining all books of accounts in an audit-ready manner. This role includes assisting in the preparation of program budgets and modifications, as well as preparing all financial statements and maintaining the records and files required by the agency and the funding source. In this position, additional duties may be assigned.

**Qualifications:**

- Bachelor's degree in Accounting with at least 2 years of practical accounting experience in bookkeeping or a Business Professional (Technical) Training School.
- Possess excellent written and communication skills, with the ability to engage and work closely with a wide range of staff members.
- Strong organizational skills, with outstanding attention to detail.
- Additional skills include proficiency in using the Microsoft Office suite of computer programs (Word, Excel, PowerPoint, Outlook, etc.), electronic mail, and the Internet.
- It is important to have a strong ethical character capable of handling confidential and financial information. This includes data entry of financial transactions, financial tracking, and monitoring of grants agreements and contracts.

**Requirements:**

Ability to identify, research, and analyze potential errors in budgets and financial records, recommending resolutions or improvement processes.

Skilled in organizing, preparing, and consolidating spreadsheets essential for generating budget and financial reports. Strong organizational and detail management skills, evidenced by the ability to multi-task and manage multiple projects simultaneously.

\_\_\_\_\_  
Employee Signature/Date

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Supervisor Signature/Date