

# ALABAMA INSTITUTE FOR DEAF AND BLIND

*P. O. Box 698 • Talladega, Alabama 35161*



POSITION AVAILABLE

R- 4058 Reference # 75700575030  
Posting Date: April 3, 2019

AIDB is sensitive to the needs of Blind or Visually Impaired and Deaf or Hard of Hearing and will make reasonable accommodations for qualified applicants and employees that do not impose undue hardship and are not essential functions of the job.

**POSITION:** SENIOR ACCOUNTANT  
Alabama Institute for Deaf and Blind

**REPORTS TO:** Director of Finance and Accounting

**POSITION REQUIREMENTS:**

- Bachelors Degree with a concentration in accounting and a minimum of five years successful work experience in accounting or auditing
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements
- Must be able to think analytically, have an attention to detail and adapt well to change
- Must have experience creating spreadsheets and managing large amounts of data
- Must be highly self-motivated
- Must be proficient with computers and Microsoft Office software; including Word and Excel
- Ability to handle sensitive or restricted information in a professional and confidential manner
- Ability to work independently and meet deadlines
- Ability to communicate effectively and professionally both orally and in writing with sensory and non-sensory impaired individuals, co-workers, customers, vendors, staff, school officials, managers and executives
- A sign language proficiency level of SURVIVAL according to the AIDB evaluation system must be obtained within the first thirty (30) months of employment
- Team player attitude and willingness to help where needed

Upon offer of employment, the ABI/FBI record check must be completed based on the Alabama Child Protection Act of 1999 pursuant to Act 2002-457. A non-refundable fee of \$46.90 is required at the scheduled appointment. Suitable criteria must be confirmed by the Alabama State Department of Education prior to beginning to work.

## PERFORMANCE RESPONSABILITIES:

The responsibilities of this position may include, but are not limited to the following:

- Oversee all restricted grants and contracts to ensure accurate and timely preparation of reimbursement claims and billings
- Balance restricted claims to the restricted accounts in the general ledger on a monthly basis
- Work with grant/contract administrators to establish and maintain budgets for all restricted grants and contracts
- Maintain accurate and up-to-date grant/contract files for verification of restricted expenditures by internal and external auditors
- Prepare and submit the annual indirect cost rate proposal for AIDB
- Prepare internal and external reports required for restricted grants and contracts
- Provide management with financial information by researching and analyzing accounts
- Prepare and/or review month end reconciliations for assigned general ledger accounts
- Prepare and/or review general journal entries necessary for the proper classification of revenues and expenditures for AIDB
- Analyze information and options by developing spreadsheet reports and verifying information
- Develop and implement accounting procedures by analyzing current procedures and recommending changes
- Answer accounting and financial questions by researching and interpreting data
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations
- Perform other duties as may be assigned

**SALARY:**            \$46,698 - \$62,295    Scale PI Rank 52    (260 work days)

Direct deposit is required

Monthly Payroll

This is an exempt position, and is not subject to overtime and/or compensatory time provisions of the Fair Labor Standards Act.

**DEADLINE FOR APPLICATION:** April 10, 2019

**Apply at [www.aidb.org](http://www.aidb.org)**