**Accountant**

**Job Title:** Accountant – 10611

**Job Information:**

The Accountant position is a permanent full time position with the Alabama State Port Authority in Mobile, Alabama under the state merit system. The Accountant position is a support position to the Alabama State Port Authority’s Accounting Director and Comptroller. This position is responsible for accurate general ledger journal entries, related account reconciliations, and reviews of monthly financial statements using the Port Authority’s accounting software.

**Major Duties Performed:**

* Works in tandem with other staff accountants to ensure monthly financial statements can be produced in a timely manner by the Accounting Director
* Prepares general ledger journal entries related to various balance sheet accounts
* Performs monthly reconciliations of general ledger accounts to supporting documentation, and monitors activity of general ledger accounts
* Participates in annual process to file required vendor tax documents
* Assists Accounting Director with special requests

**Minimum Requirements:**

* Completion of accounting courses as defined by the job classification Accountant (10611)
* Knowledgeable in Microsoft Excel
* Ability to perform mathematical computations quickly and accurately
* Proficient business writing, communication, and organizational skills
* Possession of a valid driver’s license

**Benefits:**

* State retirement plan under the Retirement Systems of Alabama
* Optional deferred compensation plans through payroll deduction
* Zero to low cost health and dental insurance plans through the State Employees Health Insurance Plan
* Thirteen paid holidays per year; generous vacation and sick paid time off