

Louisiana Sales and Use Tax Commission for Remote Sellers

Accountant Position Job Description

This position is responsible for handling the accounting functions for the Louisiana Sales and Use Tax Commission for Remote Sellers. A basic knowledge of accounting, bookkeeping, and reconciliation of bank accounts is mandatory. This position will have the following duties:

50% - General Accounting and Cash Management

Maintains cash management records in the Commission's accounting software, including funds drawn and received, funds disbursed by sources, deposits of funds, issuance of refunds, and classifies revenue as to sources of funding and expenditures as to their nature. This includes:

- Reconciling daily bank statements
- Verifying ACH-Credit payments match return amount due
- Providing daily list of payments received to tax specialists
- Submitting daily NACHA files for ACH debit payments to JP Morgan

15% - Reporting

- Prepares required financial statements and fiscal reports, which includes the compilation and analysis of data for monthly, quarterly, and annual reports.
- Assists the Executive Director in budget preparation and other reporting requirements

15% - Payment Issue Research

- Charge back work items. NSF Checks and/or payment reversals – work with JP Morgan to research ACH return debits (NSF). Enter NSF in System of Records. Notify remote seller of NSF.
- Research payments received in Error.
- Issue refund checks for approved refunds

10% - Payroll

- Liaison to Louisiana State Employee Retirement System (LASERS)
- Maintain continuous communication with LASERS to post, journalize, balance and update retirement
- contributions for all employees.
- Liaison to Office of Group Benefits
- Maintain communication with Group Benefits office to post, journalize, balance and update health coverage for all employees.
- Prepare monthly remittance of employee/employer contributions and premiums to LASERS and Office of Group Benefits and submit on a timely basis.
- Payroll Manager
- Prepares, posts, balances, journalizes, and updates bi-monthly payroll for entire agency, which includes tax withholdings, LASERS contribution, and Group Benefits.
- Prepare, journalize, and balance monthly payroll ledger.

5% - Monthly Distribution

- Work with Executive Director and Specialists to verify and transmit monthly distribution payments.

5% Other

- Responsible for any additional duties requested by Executive Director.

QUALIFICATION REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree with twenty-four semester hours in accounting plus one year of professional level experience in accounting or financial auditing.

SUBSTITUTIONS:

A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of experience.

A master's degree in accounting, business administration, finance, management, economics, quantitative methods, or public administration will substitute for the one year of required experience.

SUBSTITUTIONS FOR DEGREE ONLY:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree (not the 24 hours in accounting).

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree (not the 24 hours in accounting) as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional

accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Physical Requirements:

The following physical requirements are typical of positions which take place in a climate controlled office environment and require performance of general administrative and/or clerical duties. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions of the job.

While performing job duties, employee is required to:

- Frequently sit, occasionally stand, walk and move about the office environment.
- Constantly use arms, hands and fingers to utilize standard office equipment such as computers, keyboards, adding machines, telephones, copier/printers and filing cabinets, and occasionally write by hand.
- Constantly listen to speech by telephone and perceive the nature of speech at normal speaking levels, requiring the ability to receive detailed information by telephone, express and exchange ideas by means of the spoken word, and speak clearly to convey detailed or important instructions to callers.
- Lift and/or exert up to 25 pounds of force occasionally, and up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects such as paper, files, telephone receivers, staplers, filing cabinet and desk drawers, and boxes of files.
- Constantly have close visual acuity to perform activities such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, extensive reading, and operating standard office equipment.
- Occasionally operate a motor vehicle.

Working Environment:

Employee will perform duties in an office environment which is not exposed to adverse environmental conditions, hazards, or poor air quality or ventilation. On occasion, employee may travel by motor vehicle to other locations to perform duties which will also be performed in an indoor climate controlled environment.