

POSITION AVAILABLE: ACCOUNTANT I
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

Job Title: Accountant I

Closing Date: Position will remain open until filled

Salary: \$35,568 - \$55,000 (DOQ)

Location: Omaha, NE

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The Metropolitan Area Planning Agency (MAPA) is seeking an **Accountant I** to assist with general accounting functions of the agency. The Accountant I will perform daily accounting tasks that will support our Finance team. Responsibilities will include, but are not be limited to, the listing below. If you have an Associate's degree in Accounting, or two years of related experience, and are interested in building upon your experience within a nurturing accounting environment, we'd like to meet with you.

Responsibilities include:

1. Accounts Payable -
 - Full cycle accounts payable.
 - Review subcontract AP invoices and upload them to the database.
 - Reconcile invoices and identify discrepancies.
 - Enter payable invoices into accounting system and process payments.
 - Prepare checks for signing and mailing.
 - Review travel reconciliations and receipts.
2. Payroll -
 - Validate, process, and reconcile bi-weekly payroll.
 - Administer timekeeping and payroll automation, coordinate directly with software technical support, and provide administrative support to staff.
3. Accounts Receivable -
 - Assist with preparing and issuing invoices, requesting grant funds, and providing documentation.
4. General Ledger / Financial -
 - Reconcile credit card transactions and organize receipts and purchase orders.
 - Post payroll items to proper accounts,, and reconcile accounts monthly, annually, and as requested.
 - Prepare and enter journal entries.
 - Record and reconcile fixed assets and related depreciation.
 - Ensure accurate posting of all agency transactions.
 - Assist in financial reviews and audits.
5. Additional Duties -
 - Respond to inquiries from internal and external customers.
 - Maintain digital and physical financial records in accordance with agency records retention procedures.
 - Various other functions to support the finance department.

Qualifications:

1. Applicants will be required to take an assessment test to gauge accounting knowledge.
2. Associates degree in Accounting preferred, or two years of related experience in accounting, or a time-equivalent combination of experience and education.
3. Strong math and 10-key skills, with the ability to spot numerical errors.
4. Experience with a professional integrated accounting software.
5. Government/Fund Accounting education or experience preferred.
6. Ability to handle sensitive and confidential information.
7. Must have strong organizational skills and be a self-starter.
8. Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required.
9. Strong written and verbal communication skills and ability to work effectively with others.

*If you have any questions, please contact: **Christina Brownell | Director of Administration - Cbrownell@mapacog.org**. MAPA is an **Equal Opportunity Employer (EOE) and reserves the right to hire at an appropriate level.** Resumes and applications will be accepted until the position is filled. For more information on MAPA see our website www.mapacog.org.*