



## ***Position Gold Standard***

- Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Integrity & Trust – Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Functional and Technical Skills – Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Time Management – Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

## ***Position Requirements***

- Required to have at least a Bachelor's Degree, and one to three years of successful involvement in accounting.
- Must have excellent computer skills; exceptional problem-solving abilities and good organizational skills.
- Must be willing and able to make last minute changes to accommodate job responsibilities.

To help achieve the mission of the agency, the Lead Staff Accountant may have to assume additional tasks and responsibilities as assigned by the Chief Financial Officer or their designee.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the Chief Financial Officer immediately. If you understand everything completely, please sign and return to the Vice President of Human Resources/Operations.

Signature

Date

---