



A Council of Local Governments
Serving the Meramec Area

MERAMEC REGIONAL PLANNING COMMISSION

4 Industrial Drive
St. James, MO 65559-1689
(573) 265-2993
FAX (573) 265-3550

Meramec Regional Planning Commission, located in St. James, MO, plans to hire two full-time ACCOUNTANTS. MRPC is accepting resumes for both an ACCOUNTANT I position and an ACCOUNTANT II position. Duties, qualifications and salary information for both are provided. These positions are in-person, on-site at MRPC's St. James office.

Classification: Non-Exempt

ACCOUNTANT I

Nature of Work

Under the supervision of the executive director and the immediate supervision of the fiscal officer, the Accountant I is responsible for intermediate level accounting duties with the Meramec Regional Planning Commission.

Responsibilities, performed on a daily and/or weekly basis, include:

- Assisting the commission's fiscal officer in maintaining the financial records of the commission, the MRB Corporation, and affiliated organizations;
- Maintaining accurate journals, ledgers and books of account, including the preparation of general journal entries, cash receipts and vouchers;
- Making daily deposits for all organizations and preparing and distributing daily cash reports;
- Maintaining job costs of all program accounts;

Responsibilities, performed one to two times per month, include:

- Preparing monthly financials for MRPC and MRB and other fiscal reports as requested;
- Processing payroll and accounts payable;
- Reconciling bank statements for all organizations;
- Updating accounts receivable;
- Processing month-end close-outs;
- Receiving and distributing supplies;
- Updating interagency accounts payable/receivable.

Responsibilities, performed two to four times per year, include:

- Procuring goods and serves as required in conformity with adopted procurement policies and procedures;
- Assisting the fiscal officer with the preparation of bids for programs;
- Assistance in performing the physical property inventory and maintaining records; and
- Performance of any other task assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may

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perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

Graduation from an accredited college or university with preference given to major course work in the field of accounting or related field. Two years of relevant experience is preferred but not required. Two years of relevant experience may be substituted for each year of required education. Must possess the ability to work well with co-workers and commissioners and the desire to work in a team atmosphere.

Salary Range for Accountant I

The salary range for this position is \$36,756 to \$40,000 per year.

ACCOUNTANT II

Classification: Non-Exempt

Nature of Work

Under the supervision of the executive director and the immediate supervision of the fiscal officer, the Accountant II is responsible for intermediate level accounting duties with the Meramec Regional Planning Commission.

Responsibilities, performed on a daily and/or weekly basis, include:

- Assisting the commission's fiscal officer in maintaining the financial records of the commission, the MRB Corporation, and affiliated organizations;
- Maintaining accurate journals, ledgers and books of account, including the preparation of general journal entries, cash receipts and vouchers;
- Making daily deposits for all organizations and preparing and distributing daily cash reports;
- Maintaining job costs of all program accounts;
- Maintaining personnel and fiscal files; and
- Maintaining petty cash for MRPC and MRB.

Responsibilities, performed one to two times per month, include:

- Preparing monthly financials for MRPC and MRB and other fiscal reports as requested;
- Processing month-end close-outs;
- Updating interagency accounts payable/receivable; and
- Overseeing fiscal operations in the absence of the fiscal supervisor.

Responsibilities, performed two to four times per year, include:

- Processing payroll and accounts payable;
- Reconciling bank statements for all organizations;
- Updating accounts receivable;

- Receiving and distributing supplies;
- Procuring goods and services as required in conformity with adopted procurement policies and procedures;
- Assisting the fiscal officer in the budget process;
- Assisting the fiscal officer with the preparation of bids for programs;
- Assisting the fiscal officer with the preparation of grant application budgets;
- Assistance in performing the physical property inventory and maintaining records;
- Assisting with the preparation for annual audits;
- Assisting the fiscal officer with personnel and fiscal policy development and maintenance;
- Assisting the fiscal officer in the maintenance of all signature cards, internet banking access and pledged securities;
- Assisting the fiscal officer with annual property, vehicle, general liability, directors and officers and workers compensation insurance renewals;
- Working with and training assigned staff to develop their skills and increase their knowledge and ability with a goal of handling increased responsibility;
- Assisting the fiscal officer in coordinating regional programs including joint purchases and trainings/workshops;
- Working with business loans staff to review loan closing statements, amortization schedules and loan closing paperwork sufficient to disburse funds;
- Assisting the fiscal officer with human resource related tasks including, but not limited to:
 - Health, ancillary and supplemental insurance renewals;
 - Employee enrollment and termination and other assigned benefits administration;
 - Orientation of new employees;
 - Set up of personnel and confidential files;
 - State and federal mandatory new hire reporting;
 - Pension reporting;
 - Section 125 cafeteria plan administration; and
 - Health reimbursement account administration.
- Assisting with the preparation of grant reports; and
- Performance of any other task assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

Graduation from an accredited college or university with preference given to major course work in the field of accounting or related field. Two years of relevant experience. Two years of relevant experience may be substituted for each year of required education. Must possess the ability to work well with co-workers and commissioners and the desire to work in a team atmosphere.

Salary Range: Accountant II

The salary range for this position is \$42,257 to \$46,000 per year.

Physical Requirements for both Accountant I and Accountant II

Constant use of hands and arms to input data into computer and use adding machine. Must be able to move boxes of files from one location to another and must be able to squat and stoop to retrieve low files. Must be able to sit long periods of time. Must be able to converse directly and by phone. Must be able to concentrate long periods of times.

Internal and External Application Information

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Linda Loughridge, Fiscal Officer, or by email at lloughridge@meramecregion.org. Position is open until filled. EOE/AA.



Executive Director

10-13-2023

Date: