

Accountant



Department: Accounting/Business Services

FLSA Status: Non-Exempt

Reports to: Chief Financial Officer

Date: April 2018

Position Summary:

The main responsibility of the Accountant is to process In Kind and provide support. He or she is responsible for verifying and preparing the financial statements and reports, and reconciling balance sheet accounts on a monthly basis.

He or she is responsible for back up support for the AR, AP and payroll/HR accountants.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process In Kind, including entry into Excel worksheet, processing journal vouchers into the GL, and contacting supervisors if errors or questions
- Understanding of grant and contract rules and regulations
- Process accounts payable, cash, billing transactions
- Maintain accounting sub-ledgers and supporting documents
- Reconcile balance sheet and payroll accounts for accuracy, verifies balances and makes recommendations for adjustments if necessary on at least a monthly basis
- Prepare monthly financial report, including updating financial data daily in preparation for the report
- Review financial statements for accuracy and corrects errors if necessary
- Maintain check deposit log and verifies against bank deposits
- Audit employee files for completeness
- Provide back up of duties if Accounts Payable accountant, Accounts Receivable accountant, or Payroll Specialist, is unavailable: including approval of purchase orders and processing check runs, billing, and hiring of new employees

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- Associates Degree in accounting. Bachelor's degree preferred.

Experience Required:

- 2-3 years prior accounting, financial reporting, business, or other related field.

Knowledge and Skills Required:

- Strong mathematical skills
- Attention to detail
- Excellent communication skills, both verbal and written
- Proficient in Microsoft Office applications

Accountant



Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

Working Conditions:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.