



## **Job Description**

### **Job Title – Accountant**

#### **Nature of Work:**

The Accountant reports to and works directly with the Chief Financial Officer regarding accounting and fiscal operations of the organization and related entities. The Accountant must understand and adhere to the organization's policies and procedures and ensure confidentiality is maintained.

#### **Job Essentials:**

- Commitment to core values of Excellence, Compassion, Stewardship, and Inclusiveness.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Able to follow oral and written instructions utilizing the English language well enough to perform the essential duties of the job.
- Be a highly motivated team player with excellent communication, time management, and organization skills. Careful attention to detail required.
- Ability to self-start and prioritize work, along with enthusiasm for working collaboratively.
- Reliable transportation and possession of valid driver's license. May be required to commence the workday at different locations.
- Possess math skills for adding, subtracting, multiplying and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Possess critical thinking skills.
- Able to lift 10 pounds.

#### **Job Duties:**

- Accurately and timely posts transactions to journals, ledgers, and other records.
- Accurately prepares analysis of bank accounts.
- Monitors accounts to ensure deposits are up to date.
- Assists in annual 1099 preparation.
- Makes bank deposits.
- Posts receivables (received at the sites and main office) timely and accurately into the accounting software (currently QuickBooks).
- Accurately prepares various requests for reimbursement (grant drawdowns, reserve for replacement requests).
- Accurately prepares monthly intercompany invoicing for rent, utilities, payroll and health benefits. Accurately prepares, on a quarterly basis, the intercompany invoicing for copier maintenance.
- Assists with general ledger entries, reconciliations, and month-end financial statements.
- Assists with various audits throughout the year, including providing supporting documentation.
- Maintains accurate and up-to-date contract files for the organization.
- Demonstrates a willingness to learn new skills and techniques. Displays a teachable attitude when learning a new skill.

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#### **Other Duties:**

Other duties and special projects as assigned by the Chief Financial Officer and/or the Chief Executive Officer. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Education and Experience:**

- High school diploma or GED required, along with at least two years' experience in accounting work. Bachelor's degree in a business, financial or related field is preferred.
- Experience in a real estate or social services agency preferred.
- Experience working with QuickBooks accounting software is preferred.
- Experience with Microsoft programs, including Outlook, Word, Excel, etc.
- Well-developed interpersonal skills, time management and crisis management skills, organizational and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communication skills; and the ability to meet deadlines.

#### **Work Conditions:**

The work environment is a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment.

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time.

#### **Supervisory Responsibilities:**

The Accountant does not perform any supervisory duties.

**FLSA Status:** Non-Exempt

**Signature:**

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Accountant position.

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Employee

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Date