

## **POSITION DESCRIPTION**

Position: Accountant  
Program: Administration Status: Non-exempt  
Reports to: V.P., Finance/Chief Financial Officer Date Revised: 5/2016

### **POSITION SUMMARY:**

The Accountant is responsible for bank reconciliations, journal entries, provide support to accounts payables/receivables, support payroll processing, and other assigned accounting functions as needed. The work is completed in an accurate, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with program directors, staff, and outside service/product providers.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for performing all accounting related functions daily to achieve established objectives of the department.
  - 1. Assist with interim/annual financial audits.
  - 2. Perform all accounts receivables process, preparing bank statement when necessary.
  - 3. Reconcile all balance sheet accounts.
  - 5. Providing statistical reports.
  
- B. Support payroll processing.
  
- C. Support Accounts Payable/Accounts Receivable.
  - 1. Support accounts payable/receivable process from receipt of invoices to filing of paid invoices.
  
- D.
  
- E. Responsible for all areas of daily program maintenance in compliance with company policies.
  - 1. Document and report all accounting concerns and/or infractions that can impact the program security.
  - 2. Complete all necessary accounting reports as required.
  - 3. Secure approval for exceptions to standard policy.
  - 4. Communicate with on-site staff, Program Directors, employees, and product/service providers as required.
  - 5. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
  
- F. Responsible for other accounting and administrative duties.
  - 1. Assist in maintaining/updating computerized accounting system.
  - 2. Assis with company liability insurance plans, i.e. property, auto, and personal injury.

3. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

G. Responsible for self-development

1. Continually learn and enhance technical and interpersonal skills.
2. Participate in both internal and external training as needed for growth and development.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires Bachelors degree in Accounting and one year accounting experience. Must have demonstrated knowledge of and ability to perform the following: computerized accounting, payroll processing, accounts receivable/payable, liability insurance processing, Excel spreadsheets and double-entry accounting. Must have a willingness to accept responsibility and do repetitive and routine work. Good judgment and tact is required in handling confidential information. Provide services to clients without ethnic or social prejudices. Must have the flexibility to work irregular hours and have the willingness to function as a team member.

**SPECIFIC SKILLS REQUIRED:**

Computer data input  
Excel  
Ten-key calculator by touch  
Strong math ability  
Teamwork skills  
Oral and written communication skills  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS**

Lift and move up to 15 pounds  
Physically able to lift boxes of files  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the V.P., Finance/Chief Financial Officer or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise; however, may be delegated the responsibility to oversee both internal accounting staff as well as temporary accounting staff in the absence of the V.P., Finance/Chief Financial Officer.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with program managers, business entities, and all levels of staff. The Senior Accountant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through inappropriate calculations and/or delinquency of payments.

**NUMBER OF EMPLOYEES**

No employees report to this position.

**This job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_