



JOB DESCRIPTION

POSITION: Accountant
REPORTS TO: Director of Finance & Administration
PURPOSE: The scope of responsibilities is wide and varies from day-to-day duties related to CHILD's financial transactions, ensuring accuracy, compliance with laws, and efficient financial health through duties such as bookkeeping, reconciliation(s), budgeting, tax preparation and financial statement preparation, providing key data for business decisions and strategic planning.

ESSENTIAL FUNCTIONS

Financial Recording & Reporting: Maintain general ledgers, prepare journal entries, reconcile bank accounts, and produce financial statements (Balance Sheets, Income Statements, Cash Flow Statements).

Banking/Cash

- Multiple bank reconciliations and record keeping
- Coordinate and resolve various issues with the bank such as cleared check differences, bank fee anomalies, transfers between accounts
- Process and/or deposit daily checks and ACH payments

Bookkeeping

- Reconcile monthly credit card statements (match receipts ensure proper coding)
- Produce monthly, quarterly, and yearly financial statements
- Explain and document variances in "Budget vs. Actual" reports
- Analysis and reports for monthly general ledger close for the Director of Finance & Administration

Analysis & Strategy: Analyze financial data, identify trends, forecast future finances, and provide recommendations for cost reduction, revenue enhancement, and profit improvement.

Compliance & Auditing: Ensure adherence to accounting standards (GAAP/IFRS) and tax laws; prepare tax returns and assist with both internal and external audits.

Budgeting & Forecasting: Assist with the development of operating and capital expense budgets, monitor performance against them, and provide financial forecasts to support planning.

Accounts Payable/Receivable: Manage company payables and receivables.

Full cycle Accounts Receivable including Collections and Billing

- Generate and issue customer invoices
- Monitor and communicate with customers to collect outstanding payments or discrepancies
- Produce weekly aging for Director of Finance & Administration and the Executive Director

Full cycle Accounts Payable

- Manage vendor relationships including reconciling monthly statements
- Obtain proper authorization to pay invoices
- Process weekly check runs, including ad hoc check requests
- Accurately prepare year end 1099 filing
- Create paper free environment by scanning invoices

Other

- Safeguard sensitive data through review and implemental of internal controls
- Conform with and abide by all regulatory guidance and internal policies & procedures
- Document policies, procedures and workflow for assigned areas of responsibility
- Contribute to department and organization special projects as assigned
- Support Director with special projects and workflow process improvements
- Perform other duties as assigned

MINIMUM REQUIREMENTS**Education/Experience**

- Bachelor's degree in Accounting, Finance or Business desired, or relevant work experience
- Experience with non-profits preferred
- Advanced knowledge of QuickBooks (desktop version)
- Technical Skills and Prior Experience
- Advanced experience with MS Word, MS Excel and MS Outlook
- Thorough understanding of Generally Accepted Accounting Principles (GAAP)
- Knowledge of Statutory accounting principles
- Strong analytical and accounting skills
- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- The individual will be expected to work with minimal up-front guidance

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is frequently required to sit; jog or run; climb or balance; stoop, kneel or crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state or local law.