

The position of **Accountant** reports to the Chief Financial Officer, or as assigned.

The Accountant performs accounting functions including daily, monthly and year end procedures, applying knowledge of organization's accounting policies and procedures as well as Generally Accepted Accounting Principles (GAAP).

Essential Functions:

The Accountant will have responsibility for the essential functions listed below.

- Perform review of subrecipient invoices for compliance with contract budget and reasonableness.
- Prepare and provide annual billing templates and updated billing workbooks for subrecipient use when invoicing
- Create and maintain purchase orders for executed contracts based on approved Purchase Requests
- Enter and maintain budget data in general ledger module for subrecipient contracts and other expenses.
- Perform the processing and recording of calculations for allocating pooled costs, including fringe benefits, central office and other allocations.
- Enter Accounts Receivable transactions into accounting system.
- Prepare and submit invoices to funders and prepare and process draw-downs of Federal grant funds.
- Perform reconciliations of balance sheet accounts, identify and resolve outstanding items, prepare and record adjustments as needed
- Perform various aspects of accounting operations, including monthly e closing process.
- Serve as backup for other staff functions, including accounts payable.
- Prepare or assist with quarterly state and federal filings, such as quarterly Form 9130.
- May assist with subrecipients monitoring in accordance with grant requirements and regulations.
- Assist with monitoring examinations by grantors and other funders.
- Assist with preparation for annual financial statement and compliance audit.
- Document procedures and workflow for assigned areas of responsibility; maintain changes/updates n procedures
- Contribute to department initiatives to streamline processes and improve workflow through the use of technology and other strategies.
- Work with program staff to spend out subrecipient contracts.
- Work on special projects as assigned.
- Create and promote a positive work environment.
- Other duties as assigned

Qualifications:

- Bachelor of Science in Accounting or equivalent from an accredited university
- At least two years of accounting experience
- Strong computer skills, including intermediate Excel skills; experience with Blackbaud Financial Edge is a plus
- Strong problem-solving and analytical skills
- Accuracy and attention to detail in daily work and other projects; ability to meet communicated schedules and deadlines
- Ability to work independently and as a team player
- Strong communication skills, both verbal and written
- Non-profit experience with grants and subrecipient contracts is a plus

Status: Exempt

Pay Grade: E4