

Position Title:
Accountant - Financial Reporting

Classification: Exempt

Salary Grade/Level: Pay grade: 07 -

Reports to: Finance Director

Board Approval Date: **December 14, 2017**

Summary/Objective: Under the direction of the Finance Director, the Financial Reporting Accountant shall perform a variety of accounting functions related to producing the Agency internal and external financial reports.

Essential Functions: Month End Processing and Financial Reporting

- ◆ Assists the Finance Director with the preparation of monthly financial reports for funding sources, management personnel and the Board of Directors as stipulated in the CSBG Organizational Standards, strategic plan and funding contracts.
- ◆ Assists the Finance Director with the preparation of budgets, funding packages, refunding packages and budget modifications.
- ◆ Establishes and maintains funder contract files in compliance with the funder's retention requirements.
- ◆ Verifies the accuracy of transmittals, vouchers and mileage forms in preparation of data entry into the accounting system.
- ◆ Reviews and approves accounts payable batches entered into the accounting system for accuracy prior to issuing vendor payments.
- ◆ Prepares monthly bank reconciliation for all Agency accounts.
- ◆ Assists the Finance Director with month end close to include preparation of monthly journal entries.
- ◆ Prepares schedules and pulls documentation for the annual audit, as assigned.
- ◆ Types and duplicates all materials assigned; receives call and takes written phone messages as needed; and drafts correspondence to staff personnel and vendors as assigned.
- ◆ Assists the Finance Director with conducting the annual inventory and writing requisitions for supplies, equipment and services.
- ◆ Assists the Finance Director by performing other duties as assigned.

Competencies:

1. Decision Making.
2. Collaboration Skills.
3. Results Driven.
4. Communication Proficiency.
5. Technical Capacity.
6. Teamwork Orientation.
7. Thoroughness.
8. Flexibility.

Supervisory Responsibility: This position has no responsibilities.

Accountant-Financial Reporting cont'd

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

Position Type and Expected Hours of Work: This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience: Degree in Accounting or related field, or acceptable four years combination of education and experience; intensive training in computer operations and management; the ability to read and interpret computer print-outs and reports; must have knowledge of Microsoft office, web browsing, data entry, operate 10 key calculator by touch; typing and working knowledge of supply, procurement and inventory record keeping.

Preferred Education and Experience: Same as required education and experience.

Additional Eligibility Qualifications:

- ◆ Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with staff.
- ◆ Must possess the ability to make independent decisions when circumstances warrant such action.

Work Authorization/Security Clearance: Has to successfully pass a criminal, employment, education and drug screening background check.

AAP/EEO Statement: NFCAA is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

Other Duties: 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.

