POSITION DESCRIPTION

Title: (Exempt) **ACCOUNTANT 1**	**Date Prepared/Reviewed:** 01/03/2017, 02/21/24
Reports to: Primary: Financial Officer Secondary: Executive Director	**Supervises:** None

Purpose of your Position:

Perform a variety of general accounting duties for the agency including grants management, accounts payable and payroll/benefits support.

Below are the essential duties of this position. Other duties may be assigned as needed.

ESSENTIAL DUTIES:

Prepare and process accounts payable transactions.

- Prepares billings, invoices, and checks for payment.
- Charges all transactions to proper general ledger accounts.
- Support the maintenance of fiscal records of all financial documents with appropriate supporting material. Maintains all records, contracts, grants, licenses, titles, and deeds. Updates records as necessary.
- Ensures compliance of all accounting transactions and systems with OMB Super Circular and grant agreement requirements.
- Assist in the preparation of the annual budgets by assembling initial data and reviewing data compiled by various units; monitoring monthly and quarterly budget summary reports, developing information when actual expenses vary appreciably from budget estimates.
- Prepare Medicaid billing for 1915i.
- Complete and update cost allocation plans as necessary.
- Assist in preparing and reconciling all financial reports and statements as needed. Prepares financial reports and statements for staff, board, state and federal interests. Prepares monthly financial statements, such as monthly balance sheet, income statement, report on changes in financial position and budget variances.
- Assists auditors by supplying necessary data and information in preparation of the annual audit.
- Verifies and pays expenses based on invoices and vouchers. Ensures funds are obligated and expended for authorized purposes within established limits. Ensures that expenditures are charged to appropriate accounts.
- Records, prepares, deposits, and reconciles cash draw requests, cash receipts and account receivable transactions.
- Assist with monthly bank reconciliations.
- Assist with preparation and posting of daily and adjusting journal and ledger entries. Reconciles with source documents and transactions to ensure accuracy.
- Recommends and implements necessary departmental controls and procedures through Internal Control Guidelines.
- Conducts inventory and updates and maintains inventory list for Agency.
- Responsible for accounting software and computer system.
- Maintains good client-agency relations, acts professionally and positively represents the agency. Maintains client confidentiality.
- Reports to supervisor any observations that may be a concern, particularly as defined by the SENDCA Child Abuse/Neglect Plan and/or clients struggling with substance abuse, mental and/or emotional disorders or other issues.
- In a backup role be able to prepare payroll from time sheets and maintain all related employee time records.
- In a backup role be able to prepare payroll tax returns for State and Federal.
- In a backup role assist as needed in the administration of all benefit programs, enroll employees, employee terminations, answer questions, process billings and reports, and serve as company representative to benefit providers.

OTHER DUTIES:

- Performs other duties as required or requested.
- Attends meetings and training sessions as needed.

Education/Training Required:	**Minimum Experience and Skills Required:**
• Bachelor's Degree in Accounting, Finance or relevant field.	To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. • Two years' experience in accounting or bookkeeping. • Understanding of generally accepted accounting principles (GAAP). • Ability to create and present financial statements and budgets. • Knowledge of OMB Super Circulars. • Knowledge of computerized accounting system and spreadsheets. • Skill in the operation of basic office equipment such as computer, copier, fax machine, 10-key calculator, etc. • Knowledge of payroll and accounts payable functions. • Knowledge of budgetary, accounting, and reporting systems. • Ability to analyze financial records and reports. • Ability to maintain efficient and effective financial systems and procedures. Ability to accurately account for funds. • Skill in data computation, tabulation and computing. Ability to apply concepts such as percentages, ratios, and proportions to practical situations. • Ability to read, analyze, and interpret technical and financial reports and documents, IRS journals, and general business periodicals. • Ability to communicate effectively with others both verbally and in writing. • Ability to interact with others in a professional and appropriate manner. • Ability to work independently under general direction of supervisor and meet deadlines. • Capable of reporting to work on time prepared to perform duties of the position and willingness to perform duties as workload necessitates. • Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission and while adhering to policies, procedures, and regulations.
Education/Training Preferred:	**Experience and Skills Preferred:**
• CPA Designation.	• Two years fund accounting or accounting experience in a nonprofit organization. • Knowledge of Sage MIP Fund Accounting Software and Microsoft Office.

The working conditions and environment and the physical requirements/activities listed below 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.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from office equipment and co-workers.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to sit (50% of the workday), stand, walk, bend, carry, reach with hands and arms, use hands to finger, handle, feel, and use office equipment, and

communicate (talk and hear). Occasionally, the employee is required to balance, kneel, push, pull, lift, twist, stoop, or crouch. Occasionally, the employee is required to lift or exert force of up to 10 pounds. Intermittently, the employee is required to lift or exert force of up to 25 pounds and infrequently up to 50 pounds. Specific vision ability required is close vision of 20 inches or less.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description:

Employee Signature **Date**