



JOB DESCRIPTION

POSITION TITLE: Accountant – Entry Level

EXEMPTION STATUS: Exempt

JOB RELATIONSHIPS:

Reports to: Chief Financial Officer/Chief Executive Officer
 Supervised by: Chief Financial Officer
 Supervises: Not Applicable
 Interrelationships: Alliance For Children staff, grantors, vendors, and agency partners

Summary:

The Entry Level Accountant position organizes and coordinates the accounting activities of Alliance For Children to include accounts payable, payroll, general accounting, tracking and allocation of private and city/county grants, and timely financial reporting.

Job Duties/Essential Functions:

- Transactional accounting tasks using non-profit accounting software, including accounts payable, general ledger management, and account reconciliation while ensuring compliance with GAAP standards.
- Review all invoices and internal check requests for appropriate documentation, verifying all calculations and obtaining approval prior to processing.
- Obtain approval for upcoming electronic payments and input into the accounting system, coding all items with correct chart of account GL, department, and project code.
- Prepare all documentation for batch check runs and ACH payments, coding all items with correct chart of account GL, department, and project code and enter batch into the accounting system for processing.
- Reconcile vendor statements, research and correct discrepancies.
- Streamline payments, setting up electronic payments where possible.
- Obtain signature(s) for checks and distribute accordingly.
- Scan invoices with proof of payment for paperless filing on server's AP folder as well as applicable Grant folders.
- Reconcile credit card receipts to credit card bill before month-end close.
- Maintain accurate Form-1099's for vendors and run vendor check on the System for Award Management, documenting results.
- Assist in month-end closing and grant requests for reimbursement.
- Assist staff who manage program budgets as assigned.
- Assist with budget preparation, expense projections and budget recommendations.
- Ensure timely filing of all appropriate tax returns and other governmental filings.
- Assist Chief Financial Officer in managing local/city/county grant budgets as well as private/foundation grants.
- Monitor, track, and report as required on status of grant expenditures.
- Coordinate preparation of the financial portion of grant reports and billings to ensure compliance with requirements and policies of funding sources.
- Prepare financials, schedules and supporting documentation for external auditors.
- Review timekeeping data submitted by employees, approved by supervisors and provided by third-party payroll processor for reasonableness, ensuring completeness and accuracy.

- Ensure that third-party payroll system has up-to-date information as it relates to grant personnel reporting (i.e. ensure those employees with salaries covered by a specific public or private grant are updated accurately in the payroll processor's system).
- Continuously update payroll changes and prepare payroll for processing using third-party payroll system.
- Perform other related duties as requested by immediate supervisor or Chief Executive Officer.

Knowledge/Skills/Abilities:

- Bachelor's degree required.
- Degree in Accounting, Finance, or Business preferred.
- Minimum of three years' direct accounting experience required, non-profit accounting preferred.
- Knowledge of government regulations related to grants at the local, state, and federal levels.
- Knowledge of nonprofit tax and audit requirements.
- Knowledge of general accounting and fiscal management principles.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.