



JOB DESCRIPTION

POSITION TITLE: Accountant

JOB RELATIONSHIPS:

Reports to: Director of Finance/Executive Director
Supervised by: Director of Finance
Supervises: Not Applicable
Interrelationships: Alliance For Children staff, grantors, vendors, and agency partners

Summary:

The Accountant organizes and coordinates the accounting activities of Alliance For Children to include general accounting, timely financial reporting, and grants tracking and allocation.

Job Duties/Essential Functions:

- Transactional accounting tasks using non-profit accounting software, including general ledger management, account reconciliation, bank reconciliations, payroll, and accounts receivable and payable while ensuring compliance with GAAP standards.
- Timely preparation of monthly financial statements for internal analysis and Board reporting.
- Provide assistance to 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 Director of Finance in managing local/state/federal 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.
- Point contact person for Annual and Single Audit.
- Perform other related duties as requested by immediate supervisor or Executive Director.

Knowledge/Skills/Abilities:

- Bachelor's degree required.
- Degree in Accounting or Finance 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.
- Must successfully complete 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.