



FY 2023/2024
Full-time Regular
Exempt

Job Title: Accountant

Job Description

For assigned programs, serves as the Primary Point of contact for the Finance Department with Program Management. Provides reports with analysis including Cost Analysis for all levels of internal management and external stakeholders. Responsible for:

Accounting

- Responsible for ensuring adequate financial system is maintained to satisfy requirements of management; monitors and auditors; and all other stakeholders.
- Accounting and Reporting for assigned programs.
- Assist in the development and maintenance of the department-wide accounting system to include systematic integration with budgets.
- Document and streamline processes. Make recommendations for Software acquisition; upgrades; and integration with General Ledger.

Budgeting and Cost Analysis

- Participate in the development of a budget/reporting system that is systematically integrated with accounting.
- Participate in the development of Annual Budgets; Amended/Adjusted Budgets; Budget based Program reports; and Cost Proposals including cost allocation plans.
- Participate in the development of management reports (cost analysis) based on Budgets and Program Accounting.

Cash Management

- Serve as a member of the Finance Department Cash Management Team and provide related reporting and analysis of assigned accounts.
- Review and analyze accounting and bank records for program oversight and compliance.

Reporting and Documentation

- Prepare monthly internal financial/management reports with financial analysis of operations.
- Maintain current and accurate process documentation; desk procedures; and process flow diagrams.

Requirements and Skill Sets (Minimum):

- College degree in accounting or finance required.
- Minimum of five years' experience in accounting.
- Satisfy the minimum qualifications/requirements for certification.
- Understanding of Governmental and Non-Profit Accounting Processes.
- Understanding of GASB and FASB accounting principles; budgeting; reporting; and cost accounting principles
- Good written and oral communication skills.
- A mature, professional demeanor.

Requirements and Skill Sets (Preferred):

- Masters in Accounting, Finance or related field.
- Certified Public Accountant
- Ten years in accounting including significant experience in Budgeting and Cost Accounting for non-profits with knowledge of MIP software preferred.

Salary Range

\$55,000 - \$65,000 per year, depending on qualifications.