

# Job Description

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## FINANCE DEPARTMENT – STAFF ACCOUNTANT

### POSITION SUMMARY:

The Staff Accountant works under the general direction and supervision of the Finance Manager to provide accounting services including preparation of timely and accurate account reconciliations, journal entries, revenue and expense allocations, lead the month-end closing process, and assist in the preparation of financial statements for internal and external users.

### POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Finance Manager
- Supervises: Yes

### PRIMARY RESPONSIBILITIES:

- Record and monitor all the cash accounts activity on a daily basis
- Maintain and update the schedule of cash position daily and summarize the cash status weekly
- Analyze and reconcile all bank accounts on a monthly basis; prepare and post journal entries to clear the outstanding items.
- Analyze and reconcile all other key balance sheet accounts for month-end closing
- Record the children's' enrollment in the attendance software on a monthly basis
- Maintain fixed assets module and reconciles fixed assets module to general ledger control. Record new assets and disposals; compute and post depreciation expense on a monthly basis.
- Maintain schedule of fixed assets in Excel and reconcile to Fixed Assets module and General Ledger.
- Compute and prepare monthly journal entries to allocate revenue and expense by function, program and/or project.
- Compile information and perform data entry of agency annual budget
- Prepare contracts and grants financial reports for internal management and for funding agencies on a monthly basis as required
- Keep track of contracts and grants budget variances in Excel and/or in the accounting software
- Prepare audit schedules (e.g.: Prepaid expense, Leases Payable, Notes Payable, Accrued Vacation, etc.) and compile information for the annual compliance and financial audit.
- Familiarize promptly with all the main frame software's used in the Finance Department.
- Approve the month end schedules prepared by other team members and prepare the financials for the board members.
- Perform other duties as assigned by Finance Manager or Director of Finance

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor degree in accounting or finance plus three or more years of related experience or equivalent preferred
- Excellent Excel skills required
- Experience with Financial Edge, Paysimple, Positive Pay, and Center Track software's a plus
- Previous experience in public accounting and nonprofit environment a plus
- Self-motivated and able to plan daily workload effectively and efficiently
- An analytical thinker and a team player
- Excellent communication and interpersonal skills

- Willingness and ability to learn and to lead the accounting functions
- Able to multitask prioritizes and works accurately while meeting deadlines.
- Demonstrated flexibility to accommodate changing priorities
- Excellent problem solving skills and a great attention to detail.
- Comfortable and ability to manage high volume of transactions in a fast paced environment
- Willing and able to work extended hours if necessary to meet pressing deadlines
- Impeccable integrity, high degree of discretion and excellent judgment
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.
- Supervisory experience required.

#### **COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

#### **ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at  
<https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.