



# 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:

- Sign in/out sheets data entry.
- Record Fixed Asset depreciation and prepare FA schedule.
- Provider's contract, invoice template, payment review, etc.
- State Quarterly Reports.
- Bank reconciliations - General Checking
- Review and approve A/R, Cash Receipt, Salesforce journal entries.
- Review and approve prepaid expense journal entry.
- Review and approve AR aging report reconciliation.
- Bid process.
- Assist in preparation of PRGL journal entries.
- Program budget versus actual variances analysis.
- Parent fees write off, collections agency transmittal, etc.
- Hire, train, supervise and evaluate accounting staff.
- Perform other duties as assigned by Finance Manager or Director of Finance.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in accounting or finance plus three or more years of related experience or equivalent preferred
- Excellent Excel skills required.
- Experience with Financial Edge, Payscale, Positive Pay, and Center Track software's is 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 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.