

Strengthening Community, One Person, One Family at a Time



JOB ANNOUNCEMENT

Job Title: Accountant
Reports to: Director of Finance
Salary Grade: 6

Work Hours: 37.5 Hours per week
FLSA Status: Non-Exempt

Summary

Under the direct supervision of the Director of Finance, this position is primarily responsible for bill accruals, monthly accounts reconciliations and general ledger closing. This position will also assist in the preparation of Consolidated Financial Reports, United Way Reporting, vouchering, banking and payroll processing, as needed.

Essential Job Functions

- Ensure that all revenue has been accrued/recorded and that vouchers have been sent to appropriate agencies.
- Assist in preparing monthly closing folder that includes reconciliations of all balance sheet accounts and other supporting documentation as directed by the Director of Finance.
- Assist in the preparation of Consolidated Financial Reports (CFR's) and other agency reporting.
- Maintain chart of accounts and cost center codes and disseminate to appropriate department Directors/Managers on a pre-determined basis.
- Prepare general and administration proration on a monthly basis and enter into general ledger.
- Close general ledger on a timely basis after the end of each month, analyze variances compared to prior month and review with Director of Finance.
- Initiate quarterly meetings with directors to review actual activity to budgeted amounts.
- Create and submit budgets to various funders as well as vouchers to receive payment from funders
- Enter budget into the accounting system and issue budget comparison reports to assigned program directors on a monthly basis.

- Reconcile TOPS accounts and prepare FEMA (LRO) reports.
- Assist with audit preparation.
- Prepare Bank Deposits when needed
- Process Aging Services Timesheets every other week and ensure all Program Volunteers are paid accurately
- Act as the liaison between Finance and Development. Run reports, and provide information to Development staff as needed.
- Extended work hours may be required during certain periods.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.
- Must be cooperative and willing to assist others.
- Knowledge of basic accounting principles including general ledgers and budget allocations.
- Must have excellent communication skills including the ability to interact with staff, clients, and vendors of diverse backgrounds.
- Strong verbal and written communication skills.
- Must be computer literate and proficient in various word processing, spreadsheet (Excel, Word) and database programs.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the agency.

Finger dexterity: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together. **Talking:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly. **Average hearing:** Able to hear average or normal conversations and receive ordinary information. **Repetitive motions:** Movements frequently and regularly required using the wrists, hands, and/or fingers. **Average Visual Abilities:** Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery. **Physical Strength:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

Qualifications

Preferred qualifications: Bachelors Degree from an accredited college or university in accounting, minimum of three years work experience, preferably in a not-for-profit environment: or an Associates Degree in accounting or related field, minimum five years' work experience in a not-for-profit environment. Previous experience with vouchering for government agencies is preferred. Experience with Fund EZ software is a plus.

The Community Place of Greater Rochester, Inc. is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran

03/2022