

**JOB DESCRIPTION
ACCOUNTANT
BUSINESS OFFICE**

I. Summary

Primarily responsible for Accounts Receivable and General Ledger maintenance for a variety of Kenneth Young Center activities. Provides support to the Finance Manager as it relates to the area of responsibility in the administrative, accounting and finance efforts of the department and agency as a whole.

II. Responsibilities

A. General Accounting and Finance

1. Maintain the General Ledger (GL) for the Operations fund. Prepare required GL entries with proper documentation and submit to Finance Manager for approval and posting.
2. Produce and systematically maintain backup documents, including worksheets, schedules and other useful detail to tie in to the GL.
3. Record all necessary month-end and year-end close journal entries.
4. Accounting for Deferred Revenue, Capital Assets Depreciation, Special Events and preparation of related account analyses.
5. Prepare monthly bank reconciliations.
6. Assist the Finance Manager on an ongoing basis in designing and evaluating improvements to KYC's accounting and finance processes.
7. Post monthly journal entry batches from Finance Manager to General Ledger.
8. Assist departmental managers, Finance Manager, and Executive Director in annual budget creation.
9. Working with the Finance Manager, prepare monthly departmental reports for managers. Help analyze and explain financial results to the managers. Process adjustments and corrections as identified.
10. Assist with various audits and Form 990 preparation.

B. Billing and Accounts Receivable

1. Prepare and send out monthly invoices to various funders.
2. Record monthly in general ledger Accounts Receivable module the billings for various public and private funding sources.
3. Monitor and properly record in general ledger Accounts Receivable module funds coming in.
4. Monthly analyze AR accounts and follow up with funders on all unpaid items.

C. Payroll

- a. Share with Human Resources manager responsibility for reconciliation of bi-weekly payroll and expense reimbursements through the payroll provider's system. Work with the Human Resources Department to assure employee information is entered and updated so that employees are paid properly on a timely basis. Be sure year end reporting meets its requirements (e.g. W-2's).
- b. Prepare reports based on payroll software systems queries to acquire and record in the general ledger payroll and benefits data on bi-weekly basis.
- c. Handle all payroll tax activity and issues.

D. Property and Casualty Insurance

- a. Assist in evaluating annual property and casualty insurance needs.
- b. Help maintain a positive and informative relationship with insurance broker.

E. Miscellaneous

- a. Coffee and vending machines – oversee, call for changes and service, monitor billings.
- b. Other Duties as Assigned

F. Back up the Accounting Specialist in the following areas:

1. Cash

- a. Prepare daily bank deposit of all receipts.
- b. Prepare Daily Cash journal entries for the General Ledger with proper documentation for approval by Finance Manager then enter them.
- c. Responsible for maintaining control over petty cash and corporate credit cards.

2. Accounts Payable

- a. Enter invoices, run checks and file.
- b. Prepare 1099's.

G. Back up the Client Benefits Specialist in the following areas:

1. Billing

- a. Enter monthly insurance and government funded charges, adjustments, and payments to client accounts as well as payments by clients and billings for our various funders.
- b. CIS Monthly closing.
- c. Respond to client and funder inquiries regarding their accounts.
- d. Fee settings with clients.
- e. Participate in certain meetings regarding billing issues.

II. General Competencies

- a. Promote positive image of KYC with all stakeholders inside and outside the organization.
- b. Exhibit high quality work.
- c. Be a productive member of the staff.
- d. Demonstrate cooperation.
- e. Initiative and sound judgment.
- f. Communicate clearly with a variety on internal and external parties.
- f. Make use of supervision.
- g. Contribute to development of a culture of care.

III. Core Competencies

- a. Strong analytical organizational skills.
- b. Ability to work and think independently.
- c. Customer service skills.
- d. Effective in interaction with varied stakeholders.
- e. Excellent verbal and written communication skills.
- f. Ability to manage multiple priorities and tasks.
- g. Possess a strong sense of urgency and ability to adhere to deadlines.

IV. Special Competencies

- a. Knowledge of GAAP.
- b. Current working knowledge of accounting (FASB) as it relates to 501(C)(3) non-for-profit entities.
- c. Ability to interact with management, other staff, clients, vendors, and a variety of funders.

- d. Solid knowledge of FinancialEdge accounting system; AR, AP, GL, Queries & Reports.
- e. Advanced knowledge of MS Excel. Good knowledge of MS Word & PowerPoint.
- f. Ability to develop, maintain and update accounting systems as well as improve and document business processes.

V. Education and Experience

- a. Bachelors Degree in accounting or finance required.
- b. 3-6 years overall accounting experience in GL, AR and Payroll required, of which 4-5 years should be in a non-for-profit sector.
- c. 2-3 years insurance billing experience preferred.

VI. Chain of Authority/Responsibility

- a. Reports to Finance Manager.
- b. Interacts closely with Client Benefits Specialist and Accounting Specialist

VII. Schedule

- a. 35 hours per week with occasional additional hours as required by the work load to be done.
- b. Exempt.

Created 7/17/2013 by Luba Starobin.

Revised:

Name: _____

Signature: _____ Date: _____