

JOB DESCRIPTION

JOB TITLE: Accountant, Donated Goods
JOB NUMBER: PR6026
FLSA STATUS: Exempt
CLASSIFICATION: Professional
REPORTS TO: Sr. Director of Finance
SUPERVISES: Yes

JOB PURPOSE:

To plan and direct the financial activities for the retail business segment. Prepare financial analysis of operations, including interim and final financial statements with supporting schedules for guidance of management. Work with the business segment leadership team and corporate team to develop short and long-term growth strategies. Protect business segment assets and provide management with financial guidance necessary to produce a reasonable return on those assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assure the existence and competency of financial systems and procedures to comply with GAAP and corporate policies and procedures to guarantee the integrity of financial reporting.
- Analyze operating results to recommend profit and/or cash flow improvement opportunities.
- Manage all accounting activities within the business segment in compliance with GAAP.
- Analyze direct and indirect cost to determine proper allocation for recording cost elements, develop and improve methods for calculating and controlling costs, compile cost data for the budget process.
- Perform the month-end close for the business segment.
- Develop monthly forecast and annual budgets.
- Implementation of financial and business strategic plans.
- Implementation of strong systems that enables the business to improve performance and reduce inefficiencies.
- Accurate operational and financial analysis is regularly provided to Senior Management.
- Supervision of Retail Accounting Clerk.
- Perform retail accounting clerk's duties when the clerk is assisting with payroll duties.
- Daily reconciliation of retail reports to bank deposits.
- Performs other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of GIV.

QUALIFICATIONS:

- **Experience, Competencies and Education**

Reviewed 5/23/12

Effective date: 10/20/09
Replaces: 9/19/08, 8/27/09

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE'S AT-WILL EMPLOYMENT STATUS.

Bachelors Degree (BA or BS) or equivalent; five to seven years related experience in cost accounting, standard cost, financial preparation, variance analysis, and budgeting.

- **Language skills**
Ability to read, analyze and interpret the most complex documents relating to the Accounting Office. Ability to respond effectively to the most sensitive inquiries or complaints.
- **Mathematical skills**
Competency and comfort in working and analyzing large sets of data. Develop comprehensive financial models to aid in decision making.
- **Reasoning ability**
Ability to apply principles of logical thinking of a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (Formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract or concrete variables.
- **Other**

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State of Virginia driver's license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____

ACCOUNTABILITIES AND MEASURES

- Accomplishment of assigned tasks.

AMERICANS WITH DISABILITIES SPECIFICATIONS:

- **Physical Demands**
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 individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment**
Work environment characteristics 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 functions.
While performing the duties of this job, the employee is not normally exposed to weather conditions. The noise level in the work environment is usually low to moderate.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Reviewed 5/23/12

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Supervisor's Signature

Date

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Goodwill Industries of the Valleys
Helping people in our community have a better life through work and independence.