



## Accountant

**REPORTS TO:** Controller

**Classification:** Exempt - Full Time

### **JOB DESCRIPTION:**

The position is responsible for preparing general ledger entries by maintaining records and files, accounts payable, credit card reconciliation, and preparing bank deposits and recording in QuickBooks. This position will also be responsible for processing bi-weekly payroll and post to QuickBooks and preparing checks for our clients.

### ***Principal Responsibilities:***

*Under limited supervision and decision-making:*

- Prepare general ledger entries by maintaining records and files
- Accounts Payable
- Grant Tracking
- Preparation, accuracy, and distribution of monthly financial reports
- Entry receipts and reconciliation of all company credit cards
- Prepare checks for Family Assistance
- Analyze information and options by developing spreadsheet reports and verifying information
- Assist in preparation of annual budget
- Provide Department Heads with budget format
- Gather, analyze, and input of budget figures
- Assist with preparation of preliminary budget reports for Finance Committee
- Bank Reconciliations
- Balance Sheet Reconciliations
- Prepare 403(b) reports and submit payments
- Process Payroll bi-weekly
- Additional duties as assigned

### ***Training, Skills, Knowledge and/or Experience:***

- Possess a Bachelor's Degree in Accounting and 2 years related work experience
- Proficiency in Accounting
- High degree of computer experience, including but not limited to accounting software, spreadsheet software, and word processing. QuickBooks preferred.
- Capable of working independently, using good judgment, confidentiality, and business acumen
- Detail oriented with good organizational skills.
- Active member in a local church



Christian Community Action

- Computer proficiency, particularly in MS Word and MS Excel
- Excellent verbal and written communication skills
- Ability to multitask in a fast-paced environment
- Strong interpersonal skills with the ability to be compassionate and firm

***Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***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 enable individuals with disabilities to perform the essential functions.