

Accountant/Book Keeper

Company: Regional Access Project (RAP) Foundation

Date Posted: May 4, 2018

Job Title: Accountant/Book Keeper

Reports To: CEO

FLSA Status: Exempt

Salary Range: \$28.50/Hour 20 hours a week

Part-Time

Reviewed: May 2018

Position Description

Accountant/Business Manger

Reporting directly to the Executive Director, this position serves as the chief accountant for Regional Access Project (RAP), ensuring appropriate accounting practices and internal controls are maintained. This person oversees the daily finance and accounting functions including accounts payable, general ledger, cash management, financial systems, annual audit, payroll and financial reporting and collaborates with management staff with regards to their programs.

Essential Functions

Organizational Fiscal Management and Reporting

- Assist CEO in the annual budgeting and planning process for presentation to the finance committee: administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate industry standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Regional Access Project (RAP) financial status;
- Support the CEO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and **grants** accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants;
- Ensure proper technical accounting guidance related to not-for-profit accounting (OMB A-122 Cost Principles for Non-Profit Organizations) is adhered to.
- Track fund raising efforts.
- Accept gifts/donations on behalf of the Organization, including establishment of record systems to receive, record and acknowledge.

Grant Program Fiscal Oversight

- Responsible for the accounting and reporting intricacies associated with receipt and issuance of grants, to include but not limited to;
- Read and review Grant applications, focusing on financial reports and IRS Form 990 – provide feedback to Grants Officer.
- Review and provide feedback regarding final grant contract – track terms
- Coordinate with Grants Manager on payment schedules
- Maintain financial and budget reporting from grant reports and provide feedback to Grants Officer as needed regarding budget status or any compliance issues
- Issue program payments to recipients upon completed and approved reports as required, and authorized by CEO.

General Accounting/Payroll

- Post vendor invoices and check requests into accounting system for payment applying proper expense and grant codes.
- Issue payments to vendors and attach check copies/stubs to supporting documents for record keeping.

- Prepare bank deposits and post in accounting system.
- Process payroll – verify timesheets, issue paychecks

Qualifications and Requirements

The position reports directly to the CEO and has no supervisory functions.

Educational / Educational Requirements

- Bachelor's degree (B. A.) from four-year college or university; or five (5) years of related experience and/or training; or equivalent combination of education and experience.

Licenses and Certifications.

- Preferred – Masters of Business Administration
- Required BA in related field or CPA

Additional Qualifications

To perform this job successfully, an individual should have the following general knowledge

- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential

- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus. simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers

QUALIFICATIONS

ADA

GENERAL INFORMATION

To perform this job successfully, an individual must be able to adequately perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to a prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; stand, and walk and use their hands to complete various tasks. The employee is occasionally required to react quickly with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is seldom exposed to extreme outside weather conditions. The employee is seldom exposed to wet and/or humid conditions. The employee is seldom exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate as found in an office environment.

Knowledge Requirements

To perform any job successfully an individual should demonstrate the following competencies:

- **Achievement/Results Orientation** - Achieving efficient, timely, quality results by directing efforts on expected outcomes while providing exemplary client service within expected timeframes.
- **Adaptability/Flexibility** - Willingly adapting to constantly changing circumstances while maintaining a corporate perspective. Engaging in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges as contextual realities change.
- **Analytical Thinking** - Using a logical reasoning process to break down and work through a situation or problem to arrive at an outcome.
- **Client Service** -Anticipating and responding to needs and demands of clients (both internal and external)
- **Communication** - Using language as a flexible tool to share and collect information, exchanging ideas and openly exploring a variety of perspectives adjusting style and content to each unique individual, audience and circumstance.
- **Computer Use** - Using computers and other forms of technology.
- **Decision Making/Decisiveness** - Making and taking responsibility for, and demonstrating commitment to appropriate decisions in a timely manner. Ensuring that decisions are made based on policies, rules and organizational directives and solving the emerging problems.
- **Engagement** - Mobilizing people, organizations and partners in developing goals, executing plans and delivering results. Laying the groundwork for success by building coalitions with key players and building momentum by communicating clearly and consistently. Using negotiation skills and adaptability to encourage recognition of joint concerns, collaboration and to influence the success of outcomes.
- **Evaluation** - Understanding and applying formal evaluation methodologies such as those used in the fields of pure and applied sciences, computer science, education, psychology, law accounting, business or quality assurance.
- **Impact/Influence** - Gaining others' support for ideas, proposals and solutions, and getting others to take action to advance work objectives.

- **Innovation/Initiative** -Using information from a variety of sources, identifying immediate action needed to address current issues, seizing the opportunity to enhance performance and advance horizontal/vertical goals. Attending to imminent issues while maintaining an awareness of emerging opportunities.
 - **Interpersonal Relations**-Establishing and maintaining harmonious professional relations by demonstrating respect for and sensitivity to others.
 - **Leadership** -Creating a working environment that promotes and encourages team members' participation to attain common and individual objectives.
 - **Learning Support/Continuous Learning** -Creating a learning environment by promoting training and professional development.
 - **Management Excellence** -Maximizing organizational effectiveness and sustainability with action, people and financial management. Ensuring people have the support and tools they need and that the workforce as a whole has the capacity and diversity to meet current and long-term organizational objectives. Implementing rigorous and comprehensive human and financial resources accountability systems. Ensuring integrity and management of information at all levels.
 - **Negotiating Techniques**-Understanding and applying the principles, practices and techniques related to negotiation, with external and internal clients/personnel/stakeholders.
 - **Numeracy**-Using numbers and thinking in quantitative terms to complete tasks.
 - **Organizational Knowledge**-Understanding the role of the department and job functions within the organization.
 - **Planning/Organizing** -Supporting the organization in meeting its business deliverables through its employees.
 - **Problem Solving**-Ensuring that decisions are made based on policies, rules and organizational directives and solving the emerging problems.
 - **Project Management** -The discipline of planning, organizing, and managing resources to bring about the successful completion of a specific project.
 - **Promotion**-Encouraging the progress, growth, or acceptance of something.
 - **Public Speaking/Presenting**-The act, art, or process of making effective speeches before an audience.
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- **Relationship/Network Building**-Building and maintaining effective and constructive working relationships, partnerships or networks of contacts with

people who are, or might someday be, instrumental in achieving work-related goals.

- **Risk Management & Assessment**-Applying a logical step-by-step process to protect, and consequently minimize risks to, the company's property, interests and employees.
- **Self Confidence/Self Esteem**-Believing in one's own capability to select an effective approach to accomplish a task or activity in increasingly challenging circumstances.
- **Strategic Thinking**-Innovating through analysis of issues and trends and how these link to responsibilities, capabilities and potential of the organization.
- **Teamwork/Cooperation**-Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.
- **Values and Ethics** - Serving the Company with integrity and respect in personal and organizational practices. Includes respecting democratic, professional, ethical and people values. Building respectful, diverse and inclusive workplaces. Ensuring decisions and transactions are transparent and fair. Holding themselves, their employee and their department accountable for their actions.