

Meals On Wheels, Inc. of Tarrant County Position Description

Title:	ACCOUNTANT
Exempt/Non-Exempt:	Full-time Exempt
Reports To:	VP Finance & Operations
Supervises:	No Supervisory Responsibilities
Other Relationships:	Works with part-time accounting coordinator, Operations Department, all agency departments, vendors, banking relationships, and Board members.

Position's Role Summary:

The Accountant is responsible for the accounting and financial data for Meals On Wheels as assigned and directed by the VP of Finance & Operations. The Accountant directs, manages, and reports the results of the financial operations for Meals On Wheels, Meals On Wheels Client Assistance, and Meals On Wheels Endowment.

Summary of Essential Duties and Responsibilities:

- This position is responsible for providing accurate and timely financial reporting for executive management and third parties. This includes A/P, A/R, monthly and annual financial statements, performance metrics, and other requested financial information used by management.
- Provides daily cash reports and projections to assist management in decision making.
- Work in coordination with the Operations Department and Accounting Coordinator to ensure excellent customer service to donors, vendors, board members, and staff.
- Responsible for working with the VP of Finance & Operations in preparation of the annual budget for all programs and departments and to assure budget is consistent with the strategic plan and overall company objectives.
- Assists in the preparation for the annual audits.
- Makes suggestions to VP of Finance & Operations on procedures to improve accounting efficiencies.
- Assist in the development and continual enhancement of financial systems, including policies, procedures, and practices.
- Assist in maintaining compliance with all financial reporting, federal and state regulations, generally accepted accounting standards, as well as accounting policies and procedures established by Meals On Wheels.
- Assist in establishing and maintaining effective internal controls over financial operations that provide reasonable assurance that the organization's financial reporting is reliable and in compliance with laws, regulations and policies.
- Assists with reconciliation of bank statements, Raiser's Edge database to general ledger, and balance sheet accounts.
- Works with VP of Finance & Operations to process and record payroll.
- Other duties as assigned

Agency Responsibilities – shared by all Staff members

- Maintain confidentiality of client, donor, volunteer, staff and board information
- Support the mission, vision and goals of Meals On Wheels , Inc. of Tarrant County
- Deliver meals and assist with phones when necessary
- Must have dependable transportation and valid driver's license.
- Assist with other projects when necessary

Education, Training and Experience:

- Bachelor's degree in Accounting from an accredited school of business.
- Three to five years professional accounting experience.
- Experience with Abila MIP or Blackbaud Financial Edge accounting software, inter-fund accounting for subsidiary entities, and nonprofit accounting preferred.

Required Skills and Abilities:

- Proficiency in Microsoft Office (Outlook and Excel). Advanced MS Excel user preferred. Ability to work with mid-market accounting packages.
- Strong analytical skills to review financial reports; must be detail oriented and provide accurate financial information.
- Excellent time management, organizational and problem-solving skills.
- Independent judgment and the ability to work with little supervision.
- Must be able to work individually as well as in a team environment and communicate effectively with clients, donors, volunteers, staff and board members.
- Must be able to work after hours and weekends when required
- Must be able to sit for extended periods of time and lift 25 lbs.

Meals On Wheels, Inc of Tarrant County offers

- competitive salary,
- medical, life, dental, and optical insurance available at the beginning of the first full month of employment
- competitive holiday and leave time
- retirement plans are also offered

Interested individuals should send a cover letter, resume, salary history, and salary requirements to Twyla@mealsonwheels.org.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

No person employed by the Agency or seeking to be employed by the Agency shall be appointed, promoted, removed or in any way favored or discriminated against because of race, creed, color, national origin, religion, gender, age disability, sexual preference, transgender status, gender identity or gender expression, political affiliation, or status as a disabled veteran or veteran of the Vietnam era. The Agency complies with the Americans with Disabilities Act that prohibits discrimination of any qualified individual with a disability who satisfies the requisite skills, experience, and education and other job-related requirements of the employment position such individual holds or desires, and who, with reasonable accommodations, can perform the essential functions of such a position.

The Agency promotes diversity in its workforce, has an Equal Employment Opportunity policy, and is in compliance with federal and state laws. Hiring, appointments and promotions shall be solely on the basis of merit, ability and experience, and the needs of the Agency.