Position Description

POSITION TITLE: Accountant

PAY RANGE/GRADE: commensurate with experience/Grade 6

ESSENTIAL FUNCTIONS: The Accountant performs various accounting functions associated with Bickerdike in accordance with the organization’s policies and is responsible for all monies as related to this position. In all instances, the Accountant must perform with and be committed to the Bickerdike mission.

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 persons with disabilities. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, lift and or move up to 25 pounds.

RESPONSIBILITIES:
1. Perform Accounts Receivable functions including, but not limited to: recording deposits, preparation of journal entries, billing and vouchering.
2. Perform Accounts Payable functions including, but not limited to: review all assigned invoices, authorized approval, appropriate backup documentation, preparation and printing checks and uploading disbursements information as required.
3. Prepare cash flow statements as needed to verify cash balance before processing check runs.
4. Prepares bank reconciliations on a monthly basis for assign accounts.
5. Assist in the preparation of error-free and accurate monthly, quarterly and annual financial statements in coordination with Senior Accountant and Accounting Director.
6. Prepare various reports as required for Bickerdike, partners, government agencies, and other as required.
7. Preparing invoices including, but not limited to: rent, management fees, payroll, fringe benefits and other expense items.
8. Keep track of all approved budget and event expenses including, but not limited to: social programing, community engagement, government grants, and others, and create reports as required.
9. Assist in budget forecasting and preparation as required.
10. Preparation of the yearly audit schedule and provide any information requested by auditors for their fieldwork.
11. Insures internal controls and structure of information is in compliant and recommend policies and producers.
12. Review and recommend modifications to accounting systems and procedure.
13. Support month-end and year-end close process.
14. Assist with the Accounting Procedures Manual by develop and document business processes and accounting policies by maintain and strengthen internal control.
15. Provide input into department’s goal setting process and work planning.
16. Cross-train with other positions within the same department and fill-in when necessary.
17. Assist in the training of other positions (e.g., Bookkeeper, Senior Bookkeeper) within the Accounting Department.
18. Perform other relevant tasks as assigned.

QUALIFICATIONS: Bachelor degree in accounting or relate field, minimum 5 years related work experience and thorough knowledge of basic accounting procedures and principles. Accounting software,
excel, good communication, attention to detail, deadline-oriented, confidentiality and organizational skills. Access to a car, valid driver’s license and proof of insurance for occasional field work.

REPORTING RELATIONS: Under the direct supervision of the Accounting Director. In the absence of this supervisor, shall report to the Senior Accountant.

POSITION CLASSIFICATION: Non-Exempt

Bickerdike is an Equal Opportunity Employer
DRUG FREE WORKPLACE

04/19