

YOUTH IN NEED

JOB DESCRIPTION

BACKGROUND

Job Title: Accountant

Reports To: Director, Accounting

FLSA Status: Non-Exempt

PURPOSE OF JOB

To assist in preparation of monthly financial statements and other agency required reporting along with support for all accounting functions.

ESSENTIAL RESPONSIBILITY NO. 1 – 15% OF TIME

Description: Maintain accounts receivable

- Task No. 1 Collaborate and communicate with program staff for grant billing information
- Task No. 2 Reconcile expenses and compile documentation for invoice preparation and processing of reimbursement from funder
- Task No. 3 Record and track payments, including providing fiscal summaries to Program Directors, CFO and CEO
- Task No. 4 Reconcile receivable accounts
- Task No. 5 Maintain detailed documentation to support submitted invoice and be able to present to audit team

ESSENTIAL RESPONSIBILITY NO. 2 – 10% OF TIME

Description: Budgets

- Task No. 1 Assist with the budgeting of federal, state, local and foundation budgets based on the grant requirements and program narratives
- Task No. 2 Review for reasonableness and compliance with related regulations and agency policies and procedures
- Task No. 3 Prepare related budget justifications based on the approved budget and the program narrative
- Task No. 4 Monitor progress of actual activity against budget and report to appropriate agency personnel via the agreed upon method
- Task No. 5 Assist in grant submission in GABI system

ESSENTIAL RESPONSIBILITY NO. 3 – 25% OF TIME

Description: Reporting

- Task No. 1 Assist in preparation of monthly schedules as needed
- Task No. 2 Complete federal grant reporting as required by funder
- Task No. 3 Prepare monthly Foster Care report
- Task No. 4 Prepare Parent Committee Funds report
- Task No. 5 Prepare quarterly Multiple Worksite report
- Task No. 6 Fulfill inter-departmental requests for financial information

ESSENTIAL RESPONSIBILITY NO. 4 – 40% OF TIME

Description: Accounts Payable

- Task No. 1 Review, code and enter specifically identified vendor account invoices
- Task No. 2 Set up and initiate vendor payments via agency credit card
- Task No. 3 Record cash disbursement entries in the general ledger
- Task No. 4 Collect and maintain appropriate ID numbers for vendors
- Task No. 5 Prepare and submit annual 1099s and St. Louis City E6 disbursements report
- Task No. 6 Back up all accounts payable functions when needed
- Task No. 7 Maintain purchase order system
- Task No. 8 Track travel expenses

ESSENTIAL RESPONSIBILITY NO. 5 – 5% OF TIME

Description: Contracts

- Task No. 1 Maintain the list and documentation of agency wide contracts to include COIs
- Task No. 2 Communicate with departments on a timely basis regarding contract

ESSENTIAL RESPONSIBILITY NO. 6 – 5% OF TIME

Description: Reconciliations

- Task No. 1 Reconcile medical, dental, vision, and life/disability expense and employee deductions with payroll
- Task No. 2 Reconcile monthly bank and credit card statements
- Task No. 3 Reconcile cell phones and other agency equipment, allocate invoices
- Task No. 4 Maintain phone stipend listing and reconcile with payroll
- Task No. 5 Track TLP/SAP saving account and reconcile to G/L, report to Youth Programs
- Task No. 6 Reconcile general ledger accounts as needed
- Task No. 7 Maintain listing of daycare partner clients

Required Education and Credentials

Bachelor's degree in accounting, finance or related area

Any equivalent combination of education, experience and training that provides the required knowledge, skill and abilities

KNOWLEDGE

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate computerized accounting software.

Accounting principles

Ability to be CPR certified preferred

EXPERIENCE

2-3 Years of accounting experience preferred

SKILLS

Computer usage and data entry

Problem solving and analytical

Strong organization

Detail oriented

Excellent verbal & written communication skills

ENVIRONMENTAL CONDITIONS

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must be able to sit at a desk and use a computer for extended periods of time.

DRIVING REQUIREMENTS

Driver's License – Required

Local travel required.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

Written By: Valerie Heien, Accounting Director

Approved By: Kim Buie, April Steavenson

Approval Date: 12/5/2019

Employee Signature:_____ **Date:** _____

Employee Printed or Typed Name _____

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristics protected by applicable law.