



Position title: Agency Accountant II

Reports to: CFO

Classification: Exempt

Job Summary:

Maintains accounting records for selected agency programs, including preparing journal entries, monthly close out, and reporting. Assists CFO in daily operations for the agency to meet its mission and financial obligations.

Essential Functions:

- Maintains database of program grants, amendments, etc
- Maintains Journal Entries to General Ledger module in Financial Edge
- Creates monthly billing to funding sources per programs grants
- Generates monthly reports for all assigned programs
- Collaborates with Program Directors in planning and managing budget spend down, and forecasting
- Assists CFO with annual agency audit and program monitors
- Other tasks as assigned

Competencies:

- Detail orientated: need to be able maintain database for several different programs. The ability to rank and accomplish projects and tasks that have similar or identical due dates.
- Logical Thinking: has a systematic, fact-based way of approaching work, problems and situations.
- Teamwork and Collaboration: ability to work in collaboration with all agency staff to facilitate a team environment.
- Leadership: Ability to be a role model in demonstrating team behavior.
- Dependability: Fulfills commitments consistently and can be counted on to do what they agree to do. Seeks to do a job correctly and is driven by being associated with doing high quality work.
- Knowledge of GAAP and Uniform Guidance

Desired Qualifications:

- 5 years experience in finance
- High attention to detail and organization with strong independent research ability
- Proficiency with financial software and MS Office skills
- General Ledger Accounting experience, preferably in the non-profit sector
- BS in Business or Accounting