



Meeting Street

JOB VACANCY NOTICE

POSTED: 7/15/10

Job Title: Accountant	Program: Business Office
Supervisor: Chief Financial Officer	Working Hours: 40
Position Supervised (if any):	Job # 100008

Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.

SUMMARY OF MAIN DUTIES:

Support the Chief Financial Officer with the maintenance and operation of an efficient accounting system with the objective of producing accurate and timely financial statements and reports as required. Ensure the organization is compliant with all funding and regulatory requirements. Assist in creation and implementation of internal control procedures that will reinforce the integrity of systems and information.

JOB DUTIES:

- 1) Ensure agency adheres to all federal, state and local funding requirements; provide oversight of grants/awards as assigned
 - a. Prepare financial and statistical reports as required
 - b. Assist staff in tracking funders compliance requirements
 - c. Ensure funders operational requirements are satisfied
- 2) Review and approve weekly check runs
 - a. Compare invoices to pre-posting report
 - b. Review invoice acct distribution in relation to annual budget; check for grant allocation
 - c. Check for authorizations, etc.
- 3) Raisers Edge
 - a. Set up link with Financial Edge
 - b. Set up GL distributions for Raiser's Edge funds
 - c. Reconcile detail with financial statements
 - d. Prepare Grant/Project Tracking Report
- 4) Participate on committee that oversees scholarship program
 - a. Maintain records of source and use of scholarship funds
 - b. Create policies and make decisions on distribution of funds
- 5) Maintain payroll records; prepare and post journal entries in Blackbaud Accounting System
 - a. Post payroll, Flex and 403(b) entries bi-weekly
 - b. Post payroll accrual, recurring and general journal entries monthly
 - c. Reconcile payments made to approved budget
- 6) Prepare monthly account reconciliations that support financial statement assertions
- 7) Prepare and distribute monthly financial statements
 - a. Includes summary and detail statements to Management Team, reconciliation/detail reports to managers/staff as requested
- 8) Complete regulatory, insurance, oversight documents as required. Ensure renewal documentation for licenses, etc, are submitted timely.
- 9) Work with management to create and provide budgets and reports to aid in decision making to improve business operations
- 10) Assist with preparation of agency financial work papers for year end audit by outside auditing firm and assist auditors as necessary
- 11) Provide information to the outside auditing firm for preparation of Form 990
- 12) Assist in the preparation of the annual budget
- 13) Maintain annual labor budget
 - a. Update labor budget per Personnel/Payroll Requests, salary increases from ADP reports, etc.
 - b. Notify Billing/CFO of EI/TS new hires, terms, etc affecting productivity reporting
- 14) Review and approve weekly check runs
 - a. Compare invoices to pre-posting report
 - b. Review invoice acct distribution in relation to annual budget; check for grant allocation
 - c. Check for authorizations, etc.
- 15) Insure internal controls within the department and the agency exist and are being followed

16)Attend quarterly meetings with Development and Program Manager regarding grants and spending

PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:

A. SKILLS

Ability to adapt generally accepted accounting principles (GAAP) to Meeting Street's financial information

- Communication skills - verbal and written
- High degree of accuracy
- Ability to work with all levels of management
- Working under pressure to meet deadlines

B. PROFESSIONAL AND LEGAL STANDARDS

Maintaining current knowledge of changes in accounting standards. Accounting will follow (GAAP) and accounting and financial reporting for voluntary health and welfare organizations as defined by the Federal Office of Management and Budgets (OMB).

C. EXPERIENCE

Previous accounting experience in a not for profit organization

- Knowledge of how an entire accounting operation functions including all major components and their interaction together.
- Five years experience preferred.

D. TRAINING AND EDUCATION

Bachelor degree with concentration in Accounting

- Knowledge of spreadsheet, database, and word processing applications
- Knowledge of automated accounting systems

For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280

Application Deadline:

To apply for this position, please submit a completed Job Vacancy Application to:

Forward Resume to: (Please refer to job # 100008 when applying)

Doris M. Brissette Human Resources Manager

Meeting Street

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