



JOB POSTING

POSTING DATE: 05/10/2022 **POSITION:** Accountant

CLOSING DATE: OPEN UNTIL FILLED **STATUS:** PART TIME

REQUIRED EXPERIENCE: 2+ years QuickBooks Experience, Non-Profit Accounting Experience Preferred

BASE: DOE

REQUIRED EDUCATION: Bachelor's Degree in accounting or equivalent experience

JOB DESCRIPTION

Responsible for assisting the Controller with completing all accounting functions to include financial statements, Operational audits, reconciling and balancing general ledger accounts and preparing journal entries. This position verifies accuracy and recommends financial actions by analyzing account information. The accountant position reports to the Controller.

RESPONSIBILITIES:

- Assists in preparing financial statements for all asset, liability, and capital accounts on a timely basis by compiling and analyzing information from departments and the general ledger system
- Performs monthly and end of year closing activities including reconciliation of business accounts consisting of bank statements, credit card, benefits, allocations, accrual entries, among others
- Other accounting functions include: recording of daily deposits and cash receipts, preparing invoices, processing accounts payable checks and ACH payments on a weekly basis
- Answer financial and accounting questions by researching information and interpreting data
- Ensures all tax forms are correct and have been filed to the required authorities on time (including sales tax reporting, 1099, 1096), among others
- Scan in payment and deposit records to digital files
- Assist Controller in the preparation of Annual Budget
- Provide support to Controller during annual financial audit including preparation of audit schedules and field work document gathering to aid in due diligence
- Protects organizational integrity by keeping information confidential
- Enhance procedures to improve the speed and accuracy of reporting and identify areas where data reporting and retention can be improved
- Maintains financial security by following internal controls and reporting financial variances and inaccuracies
- Actively supports associate staff and volunteers and promotes the development of skills related to the advancement of our goals and mission.
- Represents the SAHS in a professional and courteous manner at all times
- Provides quality service to customers, volunteers, and staff recognizing their individual contributions to the success of our organization
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, and Integrity
- Perform other duties and special tasks as assigned

KNOWLEDGE AND SKILLS REQUIRED:

- Proven excellent mathematical skills and detail oriented with excellent ability to analyze data and circumstances
 - Interpersonal skills – the individual maintains a high level of confidentiality, remains open to others' ideas, and exhibits willingness to try new things
 - Planning/organizing – the individual demonstrates ability to plan, organize and work with minimal supervision
 - Demonstrates ability to communicate effectively orally and in writing
 - Quality control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality
 - Dependability – the individual is consistently at work and on time, follows instructions, responds to
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- management direction, and solicits feedback to improve performance
- Adaptability – the individual adapts to changes in the work environment, manages competing demands, and is able to deal with frequent changes, delays, or unexpected events
 - Initiative-the individual should be able to determine when tasks need to be completed and work independently to meet deadlines
 - Computer proficient utilizing Microsoft Office (Word, Excel spreadsheets, etc.) and
 - QuickBooks- **2 years QuickBooks experience utilizing accounts, items, classes, Customer Sales Receipts, Invoices, entering and paying bills, creating and filtering reports, exporting reports to Excel, journal entries, and be knowledgeable of keyboard shortcuts**

WORK ENVIRONMENT:

- Primarily works in an office environment
- Must have reliable transportation, valid driver's license and updated automotive insurance to run errands for the accounting department (ex. Bank deposit)
- Sits for up to 8 hours a day, some walking, stooping and standing
- Ability to carry and lift up to 25 lbs
- Transporting between buildings is a necessity
- Potential for exposure to zoonotic diseases
- Exposed to high noise levels, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life

ADDITIONAL SKILLS:

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
 - Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules. Must be willing to report safety violations or potential safety violations to appropriate supervisory or management personnel.
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