



Position Title: Accounting and Grant Reporting Specialist
Reports to: Chief Operating Officer
Part Time Salaried, Exempt Staff

TASKS & DUTIES:

Financial & Accounting

1. Create and maintain budget spreadsheet infrastructure
2. Prepare financial reports for executive team and board of directors
3. Reconcile Quickbooks (QB) to other dept. records prior to annual audit
4. Track new and disposed assets, balance depreciation between Asset Keeper and QB
5. Prepare reconciliation schedules for annual audit
6. Serve as point of contact for auditors during fieldwork
7. Ensure overall financials are compliant with GAAP standards
8. Calculate and record journal entries for leases, loans, asset purchases, or other balance sheet activity
9. Serve as back up to calculate and enter routine month end journal entries and bank reconciliations, as assigned
10. Misc. financial oversight duties as assigned by COO

Tax & Compliance

1. Prepare and file 1099s annually
2. Prepare annual 990 organizer in conjunction with CPA
3. Calculate, file, and pay annual compensation use tax
4. Ensure monthly sales tax has been appropriately submitted
5. Stay abreast of key tax or regulatory issues that may impact the organization, communicating such matters to COO
6. Renew annual merchant PCI compliance certificates, update procedures as necessary to meet industry standards
7. Maintain & renew memberships with appropriate governing bodies (ECFA, etc.)

Grant Reporting

1. Prepare financial information for grant applications
2. Create budgets specific to the parameters outlined in each grant request
3. Track grant funding and expenditures, including the creation of reports specific to each grant project
4. Assist VP of Marketing and Development with misc. projects related to donor outreach or grant funding

Insurance

1. Prepare annual worker's compensation audit
2. Prepare annual general liability audit
3. Prepare annual corporate insurance renewal applications

HR & Benefits

1. Bi-monthly payroll submission as assigned

Misc. Duties

1. Maintain basic knowledge of all organizational systems, including project management systems, financial systems, donor systems, HR systems, and program management systems
2. Assist with organization wide fundraising events
3. Other misc. duties as assigned

QUALIFICATIONS:

Bachelor's Degree or Equivalent Work Experience

Ability to work in Microsoft Office Suite

Proficient in Excel

High attention to Detail

Basic Knowledge of GAAP principles

Experience with Quickbooks or Asset Keeper a plus

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.