

**POSITION DESCRIPTION**

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| **TITLE:** Part Time Accountant -Nonprofit | **REPORTS TO:** Chief Financial Officer |
| **DEPARTMENT/DIVISION: Finance** | **SUPERVISES:** N/A |
| **FLSA STATUS:** Non-Exempt | **SALARY/HOURLY RATE:**  $16.00-$19.00/Hour Based on Experience |

**GENERAL PURPOSE AND POSITION DESCRIPTION**:

The Accountant is primarily responsible for data entry and accuracy of all information in the accounting software, management information systems, and related files of the organization. The Accountantwill assist the Chief Financial Officer with contract and grants management, real estate project accounting and financial administration. The position is part time with estimated hours of 20 – 25 per week.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

* **Accounts Payable** – Obtains appropriate approvals on vendor invoices and check requests; completes accurate data entry of vendor invoices and check requests into accounting software; performs data entry and reconciliation of credit card accounts; prepares weekly check runs; resolves any invoice issues with vendors; files vendor invoices and payment advice; obtains and maintains W-9 forms for vendors; and, prepares monthly Florida sales tax returns.
* **Accounts Receivable –** Data entry and tracking of invoices to ensure all invoices are entered each month; data entry of daily cash and checks received and follow-up of past due outstanding invoices; prepares bank deposits; and, files invoices and deposits checks.
* **Contract and Grant Administration –** Maintains files of each real estate project and contract/grant and related documentation; maintains grant executive summary spreadsheet and grant financial tracking sheet; works with program managers to ensure compliance with grant financial requirements and assists with outcomes reporting for real estate project and grant financial requirements.
* **Insurance –** Maintains insurance information for each insuring entity to ensure currency of information.
* **General Ledger -** Reconciles balance sheet accounts monthly; reviews profit and loss accounts for accuracy at a department/grant level.
* Performs other responsibilities as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

* Knowledge of fund accounting, general ledgers, and nonprofit accounting.
* Knowledge of bookkeeping and accounting using accounting software and/or management information systems platforms.
* Ability to meet punctuality and timely attendance standards and work deadlines.
* Ability to accurately perform routine cash management.
* Ability to work accurately with detail and independence without a high degree of supervision.
* Ability to demonstrate accountability towards desired outcomes.
* Ability to provide excellent written and oral communications and presentations and to convey core concepts.
* Ability to interact with staff at all levels of the organization and to understand organizational dynamics and work successfully with those dynamics.
* Ability to multitask and prioritize multiple tasks, assignments, priorities, and deadlines.
* Ability to work in a fast paced, highly productive environment; comfortable with changes in priority and direction.
* Ability to be flexible in the midst of changing priorities, or increased reporting responsibilities.
* Ability to demonstrate strong judgment and problem solving skills.
* Ability to maintain confidentiality and exercise discretion in financial matters.
* Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

**EDUCATION AND/OR EXPERIENCE**:

* In process of obtaining Bachelor or Master degree in Accounting, **OR**
* One to two years of related experience and /or training in accounting; **OR**
* equivalent combination of education and experience, preferably in a nonprofit environment.

**LICENSES AND CERTIFICATIONS/OTHER SKILLS AND QUALIFICATIONS**:

* Valid State of Florida Driver License.

**PROFICIENCIES**:

* Computer fluency in the following applications:
  + Microsoft Office 365, including, but not limited to:
    - Outlook
    - Word
    - Excel
* Some experience in these programs desired:
  + Adobe Acrobat
  + Accounting Software

**PHYSICAL DEMANDS**

* Ability to stand for moderate periods of time on an infrequent to minimal basis.
* Ability to walk moderate distances on an infrequent to minimal basis.
* Ability to sit for prolonged periods of time daily.
* Ability to use hands to finger, handle, or feel items daily.
* Ability to reach with hands and arms, minimal to moderate basis.
* Ability to talk and hear daily.
* Ability for color vision (ability to identify and distinguish colors) daily.
* Ability for close vision (clear vision at 20 inches or less) daily.
* Ability to lift and carry up to 25 pounds on a moderate basis.

**WORKING CONDITIONS**

Minimal or limited exposure to non-weather conditions, as in a business office environment. Exposure to moderate noise such as a business office with computers and printers and light traffic. Minimal or limited exposure to very loud noise from crowds as during public engagement and civic events.

*This position description sets forth the principal duties, responsibilities, knowledge, ability, skills, and effort required to perform the essential functions of this job, as well as the position’s reporting relationships and the physical conditions under which the work must be performed. This position description may be modified from time to time to reflect the actual duties of the position.*

*CDC of Tampa, Inc. and Safe & Sound Hillsborough are Equal Opportunity Employers (EOE) that comply with the laws and regulations set forth in the following EEO is The Law Poster.*

[*www.dol.gov/ofccp/compliance/posters/pdf/eeopost.pdf*](http://www.dol.gov/ofccp/compliance/posters/pdf/eeopost.pdf)

*Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, marital status, protected status, or disability.*

*[EOE AA M/F Vet/Disability]*