

Department	Administration
Job Title	Accountant
Reports to	President

Travel Required: ✓ Local	Type of position: ✓ Full-time, Exempt	Hours: ✓ 40 Hours M - F Some scheduled evenings and some Saturdays
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GENERAL POSITION DESCRIPTION

The Accountant is responsible for financial planning, budgeting, recording, reporting, internal control, and regulatory compliance. Assists outside auditors with annual certified financial statements and tax returns. Communicates and explains financial results to management and the Center for Leadership Development (CLD) Board of Directors. Maintains accurate financial records, prepares reports, and supports strategic financial management initiatives.

Essential attributes include integrity and honest, excellent communication and interpersonal skills, knowledge of the CLD organization and history. This person must know and care about CLD's mission.

ROLES & RESPONSIBILITIES

- Prepares monthly, quarterly, and yearly financial statements and other internal reports for management including allocation of revenue and expenses by department.
- Prepares periodic financial statements and other reports for management and CLD Board of Directors.
- Works with management to prepare annual budget and organizational goals.
- Conducts balance sheet and bank reconciliations, and account analysis to ensure accuracy of financial data.
- Manages accounts payable and receivable processes, including journal entries, general ledger accounting, and account reconciliation.
- Provides comprehensive financial analysis and reporting to guide strategic leadership decisions.
- Performs cash flow analysis to optimize financial performance.
- Utilizes accounting software for bookkeeping and financial management.
- Assists outside auditors with annual certified financial statement audits and tax return preparation.
- Maintains internal controls pursuant to non-profit accounting practices.
- Maintains schedule of grants and contributions receivable with Development Department.
- Manages purchase order and credit card transactions with Vice President Chief Program Officer,
- Collaborates with Development Department to oversee funder commitments and payments for grants and the Annual Fund.
- Processes and records all transactions related to CLD signature events.
- Optimizes program pricing structures by analyzing fee-to-expenditure ratio in coordination with the Vice President Chief Program Officer and the Vice President Development and Communications.
- Develops budgets and maintains records on grant proposals and report in collaboration with the Development Department.

- Enters all financial data into accounting system, including receipts, expenses and adjustments.
- Maintains vendor records, including accounts payable, vendor contracts and correspondence.
- Works closely with third party payroll platform including verifying timesheet and leave time entries. Submits and records bi-weekly payroll, answers internal and legitimate external payroll inquiries.
- Partners with third party insurance and retirement plan vendors for employee benefit enrollment, and payment of premiums and contributions.
- Assists in new employee orientation.
- Collaborates closely with all CLD departments.

WORK EXPERIENCE AND SKILLS REQUIREMENTS

- Minimum of five years' experience as an accountant with a strong background in non-profit accounting.
- Demonstrated expertise in technical accounting areas including financial statement preparation, financial analysis, and regulatory reporting.
- Familiarity with accounting software such as QuickBooks and systems supported by Salesforce.
- Proficient in core accounting principles, including double-entry bookkeeping, journal entry management, and full-cycle balance sheet reconciliations.
- Strong understanding and practical skills in financial report interpretation and writing.

ATTRIBUTES

- Character. Highly ethical and principled. Conscientious about stewardship
- Detail-oriented. Committed to accuracy in every transaction.
- Communicator. Proficient verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Critical thinker. Forms reasonable judgments; provides evidence, reasons, or rationale for decisions.
- Team player. Works well independently, but recognizes value of working with management, employees, and the larger community.
- Flexible. Learns quickly and responds to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced environment while being accurate and highly organized.
- Passion. Must be excited about the CLD mission, youth and the communities we serve.

EDUCATION and/or CERTIFICATION REQUIREMENTS

- Bachelor's degree
- Certified Public Accountant designation preferred

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Position requires working some evenings and Saturdays.
- Must have reliable transportation.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, printers, scanners and copiers.