



## Job Description

Job Title:	Accountant I
Salary Range:	Min. \$38,000/yr Mid. \$43,000/yr Max. \$48,000/yr
Department:	Finance
Reports to:	Accounting Manager

### Position Summary:

This position will be responsible for many different functions throughout the accounting cycle. These functions include GL accounting, accounts payable, cash applications and extensive internal reporting.

### Essential Functions:

1. Accounts Payable:
  - a. Enter all vendor invoices into QuickBooks and document proper approvals.
  - b. Prepare bi-weekly check payments while insuring all invoices are paid on time and when fiscally appropriate.
2. Corporate Credit Cards:
  - a. Prepare weekly transaction reports for cardholders and maintain proper documentation.
  - b. Accurately enter all credit card transactions into QuickBooks.
  - c. Reconcile credit cards statements monthly.
3. Cash Applications:
  - a. Deposit incoming checks daily.
  - b. Apply customer payments in QuickBooks.
  - c. Record and reconcile third-party payments on a weekly basis.
4. Month-end Close:
  - a. Reconcile all balance sheet accounts.
  - b. Prepare journal entries.
  - c. Prepare monthly budget vs actuals for all departments
5. Other:
  - a. Record in-kind contributions
  - b. Process incoming credit card payment when necessary.

**Nonessential functions:**

This is a multifaceted position that often requires managing multiple tasks at once. This position will also work two to three lunch duty shifts per month and, occasionally, work in classrooms with HIPsters.

Competencies (Knowledge, skills and abilities):

1. Strong understanding of GL Accounting.
2. Detail oriented while exercising exceptional time management skills.
3. Experience with QuickBooks or other accounting software.
4. Ability to work independently.
5. Able to communicate effectively both verbally and in writing.

Minimum qualifications:

Education:

- Bachelor's Degree

Experience:

- 3-5 years accounting experience

Specialized Knowledge, Licenses, etc.:

- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Success factors:

- Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

Working conditions:

- This position will work in a shared office environment.