

Springfield Urban League Inc.

Job Description

FINANCE ACCOUNTANT

SUMMARY: The Finance Accountant is responsible for fiscal operations including but not limited to: accounts payables, accounts receivables, payroll, budgeting, fixed assets, financial reporting, analysis, forecasting, cost accounting and special projects. Must be able to organize and prioritize workload for numerous projects/tasks at one time. An ideal candidate will be strong, flexible and able to work in a diverse environment including but not limited to fiscal, personnel, and payroll. Must be able to effectively function within the team, possess and reflect interpersonal attributes to interact with staff, vendors, community partners, and external auditors. The individual must be extremely reliable, trustworthy, and have a positive attitude toward direction.

ESSENTIAL FUNCTIONS:

1. Responsible for the preparation and analysis of monthly financial statements, account summaries and reports.
2. Responsible for the preparation of financial forecasts and project proformas.
3. Establishes accounting procedures and methods for budgeting, closing and cost allocation.
4. Responsible for and prepares, reviews and approves journal entries, allocations, accruals and financial reports. Completes monthly close out process.
5. Oversees preparation of annual budgets and provides periodic budget vs. actual performance reports for executive leadership.
6. Responsible for Grant Management (budget preparation and submission).
7. Responsible for preparation of all materials for monthly, quarterly, and annual audits, reviews, and tax returns.
8. Responsible for the accurate and consistent recording of financial data.
9. Responsible for the proper maintenance of control systems to safe-guard program assets and to effectively monitor operations.
10. Reports monthly on expenditures by line item, comparing financial performance of operations with planned expenditures to Management.

Job Description

Finance Accountant

11. Responsible for and develops annual budgets for program grant proposals and prepares financial statements to maintain budget accountability.
12. Responsible for and identifies and accounts for revenue sources making adjustments in budgets as necessary.
13. Responsible for the timely submission of monthly program reimbursements and reports.
14. Initiates and directs in coordination with other staff cost studies and comparative analysis of alternative operating systems.
15. Investigates opportunities for improving existing accounting, budgeting, and reporting systems.
16. Responsible for the processing of accounts payable, accounts receivable, and bank reconciliations.
17. Responsible for the appropriate and accurate allocation of costs and cost allocation methodology.
18. Responsible for and assists in the resolution of audit exceptions and the implementation of auditor's recommendations.
19. Responsible for Agency investments, insurance and pension plans.
20. Responsible for and submits required financial reports to financial institutions (i.e. SF 269, PMS 272).
21. Assists as needed with fiscal processing.
22. Responsible for and ensures maintenance of financial records sufficient to provide complete audit trails and retention.

NON-ESSENTIAL FUNCTIONS:

1. Additional duties and responsibilities may be assigned.

QUALIFICATIONS:

1. At least a Bachelor's degree is required in Accounting.
2. Ability to learn quickly, multi-task, and work efficiently and effectively.

Finance Accountant

Page 3

3. Excellent written and verbal communications skills.
4. Proficient with (on-line) automated accounting systems, Excel and Word.
5. Demonstrates knowledge of good accounting practices, internal controls, payroll preparation, budget preparation, audit trails, and financial statement preparation and reporting.
6. Demonstrates knowledge of or be willing to learn computer systems and operations sufficient to oversee automated accounting systems and reports.

The Springfield Urban League Inc. is an Equal Opportunity Employer.