

**MID CENTRAL COMMUNITY ACTION, INC.**  
**JOB DESCRIPTION**

**Job Title:** Accountant

**Position Level:** 5, full time, salaried, exempt

**Supervision Received:** Interim Director of Finance

**Supervision Exercised:** None

**Job Summary:** Aids the Executive Director in the fiscal management of the agency. Maintains records and oversees transactions pertaining to grants and contracts. Assists in maintaining all fiscal records for the agency and all of its programs in accordance with generally accepted accounting principles, funding source guidelines and agency financial policies using computerized accounting system with generally accepted audit trails. Keeps system accurate within two business days by timely recording of encumbrances, deposits, accounts receivable, accounts payable, and any other transactions.

**Duties Performed:**

Fiscal Policy Compliance: General duties

- Ensure compliance with fiscal policies and procedures and suggest updates
- Oversees all accounting activity assigned to accounting & payroll specialist
- Reviews the tabulation, monitoring and distribution of payroll costs to appropriate general ledger accounts
- Reviews accounting documents to ensure accuracy of information and calculations
- Prepares, maintains control, and is responsible for subsidiary accounting records involving a variety of transactions and accounts
- Maintains the fixed asset schedule

Budgeting, Reporting, Monitoring and Analysis:

- Create program budgets with directors and program coordinators
- Prepare monthly budget reports for directors and program coordinators
- Assists with preparation and consolidation of annual Agency budget
- Budget data entry into MIP
- Maintains the various ledger accounts, identify and resolve any reconciliation issues for MCCA and MM
- Prepares and directs the preparation of audits, monthly financial statements and fiscal grant reports
- Responsible for closing books at year end upon completion of annual audit
- Monitors the financial activity on assigned programs and prepares expenditure reports for program managers as needed
- Communicate with funder's fiscal staff when necessary

Cash Management and Journal Entries:

- Ensures funds are available prior to preparing vendor payments
- Posts data to various ledgers, registers, journals and logs following established accounting techniques and procedures.
- Reconcile deposit tickets to cash log
- Reconcile Investment Statements
- Create entries for adjustments to the general ledger as needed

Other:

- Provides input into goal setting process for the department, including identification of efficiencies and effectiveness
- Reviews and recommends modifications to accounting systems and procedures

**Job Specifications** (as applicable):

Physical Requirements: Ability to carry out assigned tasks. (keyboard, filing cabinet work) Ability to work at a desk for several hours.

Educational Requirements: Four year degree in accounting, finance or related field

Prior Experience: 2+ years of experience in accounting-preferably non-profit fund accounting, management experience desirable

Specific Skills: Computer competency in Microsoft Office programs, accounting, spreadsheet analysis, and word processing. Written and oral communication skills. Willingness to travel for necessary or recommended trainings.

Other: Strong interpersonal skills, and ability to work independently and in a team environment. Commitment to MCCA's mission, vision, culture, goals and objectives

9/2018