



JOB DESCRIPTION

Position Title: Junior Accountant
Department: Accounting
Classification: Exempt
Reports to: Junior Financial Controller/ Chief Financial Officer

POSITION SUMMARY:

The Junior Accountant is responsible for ensuring that accounting activities are completed in accordance with established policy and procedures and in compliance with Financial Accounting Standards Board (FASB) standards.

Also, responsible for adhering to internal controls designed to protect the agency's financial assets.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Audit:

- Responsible for ensuring source documents are readily available.

Tax, Regulatory and Compliance:

- Responsible for the issuance of 1099s

Accounting - Accounts Payable Duties:

- Prepare Accounts Payable Fund E-Z packages that includes invoices, check request, checks (include account number on checks) and payment priority weekly. Write emergency checks when necessary. Set up new vendors and expense accounts; create credit memos (upon the approval of your supervisor) and other adjustments when necessary. Maintain all vendor files.
- Handle all vendor inquiries within 24 hours to resolve all discrepancies.
- Complete reconciliation of all invoices and payments weekly including invoice discrepancies, and ensure timely payments.
- Upon receipt of invoices, review, scan (if necessary) and code all incoming AP invoices. Create new folders and place all backup invoices, checks and request for future use.
- Utilize a cost allocation method to correctly allocate expenses to the various accounts, funds and companies.
- Utilize a bill payment schedule and use a cash flow projection method for proper and timely payment of all invoices.
- Review all expenses to ensure they are coded to the proper budget period and program.

- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Administer the corporate credit card program and reconcile month-end amounts to general ledger
- Maintain complete filing system to support financial records.
- Maintains accounting ledgers by verifying and posting account transactions.
- Administer the corporate credit card program and reconcile month-end amounts to general ledger.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

Accounting - Accounts Receivable Duties:

- Create and post all invoices into the Fund E-Z Accounts Receivable system for the various grants (Assigned). Create customer credit adjustments when necessary.
- Create Draws for grants (assigned).
- Login to bank accounts to track checks cashed by vendors and obtain copies of canceled checks for grant invoices.
- Maintain complete filing system to support financial records.
- Other administrative duties as assigned, including possibly assisting with payroll.

QUALIFICATIONS:

- **Work Experience:** 2+ years of accounting experience in the non-profit industry.
- **Skills:** Proficient in using Microsoft Office programs: Excel, Word, Outlook, and PowerPoint. Strong knowledge of regulatory requirements including generally accepted accounting principles. Strong knowledge of Not-for-profit accounting in accordance with GAAP. Solid understanding of basic accounting principles, fair credit practices, and collection regulations, with strong analytical and problem-solving skills. Knowledge of Fund E-Z Software. Solid data entry skills along with a knack for numbers. High degree of accuracy and attention to detail. Excellent written and verbal communications. Must be strong at multi-tasking and prioritizing.
- **Education:** Bachelor's degree in Finance or Accounting
- **Work Environment:** Flexibility to work additional hours when necessary to complete work assignments. Passionate about OLCDC's mission and able to promote and communicate the philosophy, mission, and values to external and internal audiences. Ability to set and meet deadlines and manage several assigned tasks simultaneously. Demonstrated knowledge of project management tasks and implementation. Must be able to work independently and as part of a team. Flexibility and a "can-do" attitude are musts. Willingness to learn and take on new challenges. Able to work as a team.

Submit cover letter with salary requirements and resume to Diane@OLCDC.org