

Key Wesley House Family Services Position Description

Position Title: Senior Accountant

Department: Finance

Purpose: Maintains and reports on the agency's grant contracts. Provides support services for the accounting and administrative functions of the Wesley House Family Services, Inc. Finance Department under direct supervision of the Controller. Develops, maintains and reports on Utilization models. Serves as backup for Raisers Edge program.

Reports To: Controller/Budget Manager

Funded By: General Agency

Classification: 1.0 FTE, Non-Exempt

Responsibilities:

1. Administers routine accounting operation tasks to include: Preparing monthly recurring and general journal entries as needed, reconciling Asset and Liability accounts monthly with Controller and processing payroll on bi-weekly basis.
2. Maintains all Utilization spreadsheets and assists Controller with completing monthly financial reports.
3. Prepares all grant invoices and ensures that payments are received timely, to include: FCM, Family Services Prevention Program, HSAB, Healthy Families Ounce of Prevention.
4. Coordinate and provide data as needed for any Grant monitoring and audit work.
5. Develops and maintains positive communications and relationships with all departments.
6. Serves as backup for Raiser's Edge data entry donor software.
7. Prepares summary reports for both internal and external audiences.
8. Administers routine accounting operation tasks and oversees FSFN & Child Expenditures monthly.
9. Ensures all the invoices are submitted monthly for Grants including FCM, Family Services, Ounce of Prevention along with required back-up documentation and additional reporting.
10. Oversee and coordinate preparation of reimbursement invoices such as Master Trust, SAMH and other.
11. Oversee ProCare tuition payment system for Inez Martin CDC.
12. Assist with any reporting for monthly financial meetings as needed, compares budget vs actual revenue/expenses.
13. Coordinates and maintains inventory of gift cards for our locations (Truman, Key Largo's office) for various programs and grants.
14. Complete timesheet in SharePoint by midnight of the last day in the pay period.
15. Assist in the preparation of the annual budget for all programs, and preparation of annual audit materials.
16. Coordinate with Finance Department staff to meet the department's monthly calendar of due dates and ensures compliance with all agency guidelines including but not limited to the Finance Policy and Procedures Manual and the Personnel Manual
17. Attend and participate in training and professional development as required by Wesley House contracts and Wesley House professional development plans related to long-range plans of the agency
18. Cross-train with Finance Department staff on other functions within the Finance Department and to cross-train other Finance Department staff on accounts payable, accounts receivable, ProCare and Raiser's Edge functions

Perform other duties as assigned

Qualifications:

- Bachelor's degree required in accounting or business.
- Five years of experience with heavy emphasis on bookkeeping and general office skills
- Solid knowledge of generally accepted accounting principles and bookkeeping skills
- Ability to communicate effectively with vendors, suppliers, providers and other personnel verbally and in writing.
- Excellent interpersonal, organizational, and analytical skills
- Excellent typing and 10-key ability
- Ability to multi-task and handle multiple assignments simultaneously
- Ability to work with minimal direction
- Ability to relate fiscal guidelines to staff to assure compliance
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally

Complies with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements

- Ensures confidentiality of client and agency information by implementing and enforcing effective controls and safeguards.
- Adheres to guidelines regarding the reporting of unethical actions or practices
- Ensures that no breaches of duties with established principles, standards, contractual and legal requirements occur
- Accurately completes individual timesheet by required deadline.
- Safeguards Wesley House Family Services assets and uses them according to agency policies and procedures
- Attends all state and local meetings, workshops and conferences and participates in training and professional development as required.
- Performs all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages, and practices of the persons served.

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

Senior Accountant (Signature)

Controller/Budget Manager (Signature)

Senior Accountant (Print)

Controller/Budget Manager (Print)