Project Now, CAA
Job Description

Job Title: General Ledger Accountant
Department: Finance

SUMMARY
Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Compiles and analyzes and reviews financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Interacts and assists with a variety of staff regarding financial information.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for management.
- Works with Finance Director to install, modify, document, and coordinate implementation of accounting systems and accounting control procedures.
- Serves as primary contact for agency's insurance issues and maintains insurance files.
- Compiles, reviews and prints monthly financial reports for management.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Analyzes expenditures for proper capitalization and maintains depreciation schedules for all capital assets.
- Responsible for accounting entries, budgets, financial statement preparation, reserve requests/accounting and funder reports for Project NOW properties including Partnerships in which Project NOW is involved.
- Collects appropriate data/ prepares information for federal, state, and local reports and tax returns.
- Maintains organized file systems in accordance with Project NOW's Record Retention Policy.
- Interacts and assists a variety of staff regarding a wide variety of financial matters.
- Prepares information for, provides information to and works with a variety of auditors/regulatory persons as directed.
- Is expected to perform a variety of backup functions within the finance department including payroll, grant reporting, accounts payable, report preparation and other duties as requested.
- Must be able to understand and utilize generally accepted accounting standards, Grant Accountability Transparency Act "GATA" and adhere to Office of Management & Budget "OMB" Part 200.
- Must have full knowledge of and adherence to Project NOW's Finance Policies and Employee Handbook.
- Must be able read, write and understand the English language and communicate effectively both verbally and in written form.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Must be able to multi-task and use good time management practices and think through and understand the accounting process to ensure proper compliance with generally accepted accounting principles.
- Must have reliable transportation, valid driver's license and proof of insurability.

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities

EDUCATION and/or EXPERIENCE Bachelor's Degree in Accounting or Business with related course work along with 2 years' experience in a related field preferred. Must be proficient with personal computers and able to quickly adapt to various accounting software. Must be proficient in Microsoft Windows and Office.   Experience with MIP software a plus. Must be able to use 10 keypad, keyboard and other office equipment.

PHYSICAL DEMANDS and WORK ENVIRONMENT While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds associated with the office environment. The noise level is quiet as it relates to the office environment.

   Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.