



Position Description: Accountant

March 2008, Supercedes all previous position descriptions

Salary Range: \$45,500 - \$74,000, Full time equivalent

Status: Part Time Regular Position, 32 -40 hours per week

Supervisor: Executive Director

MINIMUM QUALIFICATIONS

Four years experience managing and tracking multiple revenue sources, performing full service bookkeeping, including accounts payable and accounts receivable. Must have experience with public and non-profit private sector funding. Bachelor's degree in accounting, business administration (with an emphasis in accounting), or a related field, plus at least three years of experience in a business or governmental accounting environment, including use of an automated accounting system, governmental grant accounting, and audit and/or fiscal monitoring experience. Proficient in Microsoft Office software and in QuickBooks accounting software. The position must be experienced in use of relevant software programs such as spreadsheets and databases, and be concerned with details. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles required.

GENERAL DESCRIPTION OF POSITION

The Accountant provides confidential financial support for the Estuary Partnership. The position is primarily responsible for all organization fiscal record keeping, including: processing all incoming revenue associated with grants and contracts awarded, preparing all fiscal reports required (including balance sheets, profit and loss statements) tracking grant expenditures by month, providing monthly and quarterly reports of expenditures, and maintaining all accounts receivable and payable. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. The ability to cooperate and collaborate with multiple parties and vendors is essential.

DUTIES AND RESPONSIBILITIES

- Oversee full cycle accounting services including accounts receivable and accounts payable.
- Manage monthly reconciliation of checking and bank accounts.
- Prepare monthly and quarterly financial statements for Executive Director.
- Manage payroll with outside payroll vendor.
- Set up and maintain tracking of funding sources received and disbursed.
- Ensure that all federal and state and donor requirements are being adhered to, including contracts/grants tracking and reporting. Maintain complete files for each grant. Submit required Minority Business Enterprises/Women Business Enterprises (MBE/WBE) reports to EPA and other reports as required by funders.
- Ensure annual tax forms are submitted.
- Ensure timely completion of organization financial audit.
- Ensure adequate funds are available in Estuary Partnership accounts. Prepare and submit drawdown request(s) for EPA and other pertinent awards or prepare and submit reimbursement paperwork for contracts, grants and agreements.
- Work with Executive Director to prepare pre-award applications and assist with budget development and forecasting.

STANDARDS OF PERFORMANCE

- Perform work in a logical, orderly, and skillful manner.
- Respect and maintain confidentiality of issues.
- Be adaptable to changes in workload.
- Maintain high level of professionalism.
- Accept work assignments that could require additional training.
- Provide exceptional customer service.