



JOB POSTING

Accountant

Full-Time, Exempt

Department: Fiscal

Reports to: Finance Director

Job Summary: This position provides fiscal support and operational services to the Agency. Performs financial duties as assigned including, but not limited to, accounts payable processing, payroll processing, journal entry preparation, bank and account reconciliations, income and expense reports and government reports.

Job Responsibilities:

- Compiles and assists with processing the Agency's payroll and accounts payable.
- Assists in preparing and monitoring of grant budgets.
- Provides accurate and timely accounting support to enable financial and year-end statements preparation. Assists with the yearly audit.
- Assists in ensuring that all grant and financial requirements are met timely.
- Maintains financial records for each project in a manner that facilitates management reports.
- Assists in ensuring compliance with record retention policies per both grant requirements and organizational records.
- Complies with Board-approved fiscal policies and procedures for the Agency.
- Maintains knowledge of current policies, laws, trends and developments in the field by reading appropriate policy notices, interpretations, and by attending training sessions, meetings and conferences.
- Engages in fundraising and resource development as needed.
- Other duties as assigned.

Working Conditions and Physical Requirements:

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel sometimes Overnight.

Competencies and Knowledge, Skills and Abilities:

- Integrity and Trust Driver Results
- Business Acumen
- Drive for Results

- Decision Quality
- Problem Solving
- Process Management
- Budget/Cost Control
- Critical Thinking and Innovation
- Verbal, Written Communication Skills
- Multi-tasking and Flexibilit
- Technical Skills (e.g. PC applications)

Education and Qualifications:

- Bachelor's degree in Accounting, Finance, or equivalent.
- Experience with non-profit accounting.
- Two + years of related work experience.
- Experience with computer-based accounting programs
- Excellent MS Office skills to include Excel.
- Strong Data Entry skills.
- Extensive experience multi-tasking assignments and meeting deadlines.
- Excellent written and verbal communication skills.
- Experience Team-oriented environment.
- Possession of a valid Ohio Driver's license and reliable transportation with personal vehicle insurance that meets the state's minimal liability requirements and compliance with agency's insurance carrier standards

**Please apply on [Indeed](#)
at this link: [Staff Accountant Position](#)
If you are a IMPACT employee ONLY you may apply at:
humanresources@impactca.org
Resume will be accepted until the position is filled.**