CIVIC COMMUNITY VENTURES
JOB DESCRIPTION

Accountant - Corporate

JOB SUMMARY

Under the direct supervision of the Accounting Manager, the incumbent will perform full cycle accounting duties and maintain fund accounting records for several non-profit companies or special purpose entities. The incumbent will be responsible for the preparation of financial statements, assisting with annual audits, and the review of tax returns as well as assisting in the preparation of the annual budget.

DISTINGUISHING CHARACTERISTICS

This position is responsible for analyzing and maintaining complex accounting records, including the general ledger, sub-ledgers, and schedules. This role requires strong technical accounting skills, a high level of attention to detail and independent judgment. This position requires comprehensive knowledge of fund accounting, grant management, and project accounting including monitoring project budgets, tracking expenditures against funding sources, and ensuring compliance with grant and fund agreements. This role requires the reading and interpretation of agreements and contracts to extract financial information for tracking, monitoring and reporting purposes. The ability to manage multiple deadlines simultaneously for several companies and projects is extremely important to succeed in this position.

DUTIES AND RESPONSIBILITIES

- Maintain full cycle accounting records, including cash receipts, accounts payable, accounts receivable, billing and collections, bank reconciliations, fixed asset management, maintaining general ledger account roll forwards, monthly and year-end journal entries, and monthly and year-end closings. Prepare monthly, quarterly, and year-end financial reports.
- Review, verify and process invoices for payment, ensuring accuracy and compliance with policies.
- Maintain effective relationships with vendors and address any discrepancies or payment inquiries.
- Perform month-end closing activities, including allocation of expenses to appropriate projects, recording revenue entries and preparing billings with thorough supporting documentation.
- Perform technical accounting transactions related to revenues, expenditures , and special accounts; monitor and prepare periodic reports on special funds.
- Maintain and monitor projects related to grant agreements which consist of tracking all expenditures against approved budgets and tracking available funding sources; prepare grant reimbursement billings with complete detailed support for submission.
- Maintain grant accounting, ensure compliance with program requirements, and provide monthly grant balance updates to project managers.
- Maintain and monitor other agreements, tracking expenditures, project and vendor contract

balances; prepare reimbursement billings with complete detailed support for submission to granting agencies and other entities.

- Monitor project and vendor contract budgets and expenditures against approved funding sources and monitor remaining balances.
- Track customer contract balances and ensure billings are prepared in accordance with contract terms and approved contract amounts.
- Prepare and maintain purchase orders.
- Prepare journal entries with supporting documentation.
- Prepare memos and support documentation for transfers and inter-company transfers.
- Reconcile general ledger accounts and resolve any discrepancies, as needed.
- Identify, research, and resolve accounting issues, errors and problems and recommend corrective actions. Prepare memos for intercompany transfers and vendor payments.
- Prepare monthly adjusting entries, review trial balance, subsidiary ledgers, and financial statements.
- Assist in the preparation of the Corporation's annual budget.
- Assist with the review of year-end audits and prepare necessary documents and analyses relating to the audit.
- Assist with the preparation of distribution schedules for payments to investors.
- Performs other related duties as assigned.

QUALIFICATIONS

Education:

A bachelor’s degree or its equivalent in accounting, finance, business, or a closely related field is desired. Relevant work experience will be considered in lieu of a degree.

Experience:

At least five (5) years of progressively responsible professional level experience in accounting, finance, budgeting and financial statement preparation.

Knowledge of:

- Generally Accepted Accounting Principles, practices, methods, and terminology of general accounting, including financial statement preparation and methods of financial control and reporting.
- Fund and grant accounting principles include tracking expenditures against budgets, and billing for reimbursement purposes.
- Cost and project accounting methods and procedures.
- The general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data.

- Auditing principles and practices.

Ability to:

- Perform complex accounting work and maintain accurate financial records.
- Read and interpret development agreements, lease agreements, and contracts to identify financial obligations. Analyze, reconcile and interpret financial data and accounts.
- Work independently and communicate effectively.
- Verify the accuracy of financial data and supporting documentation.
- Ability to monitor restricted and unrestricted funding sources.
- Prepare clear and comprehensive financial statements and reports.
- Organize work, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
- Meet deadlines in a **fast-paced business environment with multiple competing deadlines**.
- Prepare clear and concise written reports and recommendations.
- Maintain filing, record-keeping and tracking systems.
- Understand, interpret, and apply applicable laws, policies, and procedures.
- Build and maintain positive working relationships with staff, vendors, third party clients, and consultants.

FREEDOM TO ACT

Work is performed in accordance with general supervision from the Accounting Manager, but with considerable latitude for individual judgment and initiative. Performance is reviewed by conference and by observation of results.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, see and hear. The employee occasionally is required to stand, walk and lift or move up to 10 pounds. The employee must be able to verbally communicate in a concise manner. Specific vision abilities required by this job include close vision and working at a video display terminal for prolonged periods of time.

WORK ENVIRONMENT

The work environment described herein is representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The primary place of performance is an office environment with attendant noise level.