

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: Accounting Coordinator

REPORTS TO: Controller

CLASSIFICATION: Exempt

HOURS PER WEEK: 40 Hours

DATE: _____

APPROVED: _____

Executive Director

PRIMARY PURPOSE:

- This position is responsible for entering program/activity budgets, financial posting, check writing, account receivable management, payroll input, coordinating agency technology plan and fixed asset database and assists with grant compliance, accounting systems development and staff training.

ABILITIES NEEDED:

- Strong analytical skills
- Excellent problem-solving skills
- Excellent organizational skills
- Excellent written and oral communications skills
- To work independently
- To be a part of a team
- To manage multiple tasks and accounting processes

WORK EXPERIENCE REQUIREMENTS:

- Three to five years accounting experience, preferably with two years in nonprofit environment
- 1-2 years of supervisory experience
- Superior computer skills
- Valid Driver's License

ESSENTIAL RESPONSIBILITIES:

- **Budget:**
 - Enter new program/activity budgets into the general ledger and maintain during the fiscal year
 - Enter Smart Start initial contract information and budget amendments/revisions into the Abila MIP Accounting system
 - Produce and distribute monthly budget reports in coordination with the Budget & Contracts Manager.
 - Maintains a documentation file supporting budget revisions.
- **General Ledger Posting:**
 - Create and post payroll journal entry.

- Post approved journal entries for error corrections and reclassifications and maintains a documentation file supporting the journal entries.
 - Codes and posts deposits and maintain deposits file.
- **Cash Management:**
 - Utilize Transactions, Activities, and Reports sections of the MIP Accounting System
 - Prepares accounts receivable invoices and tracks payments
 - Review payables and process checks semi-monthly
 - Track and reconcile incoming revenue including grants, donations and service revenue with the general ledger
 - Maintains daily cash balance log for general operating account and reports to controller before check run
 - Prepare monthly bank reconciliations in the accounting system.
- **Financial Reporting:**
 - Utilize transactions and Report sections of the MIP Accounting System to prepare financial reports (i.e., CCSA, DSS, NC PreK and other private as requested).
 - Monitor monthly checklist to ensure all tasks are performed all time.
 - Prepare general ledger account reconciliations that support balance sheet accounts.
 - Prepare and post cost allocation entries (i.e., copier and postage usage, facilities split, and indirect cost).
 - Prepare journal entries as needed and maintains a monthly journal log.
- **Compliance:**
 - Assists the Controller in reviewing all stated accounting procedures and related files to ensure compliance with the standards set by the Office of the State Auditor (OSA)
 - Assists with the examination of actual Agency practices against stated procedure to ensure compliance with internal policies and procedures and funder requirements
 - Assist with reviewing to the DEPC Accounting Policies and Procedure manual for updates
 - Assists the Controller in preparing and providing information as requested for funders monitoring DEPC or audits
 - Monitors the SOFL (Suspension of Fundings List) semi-monthly on the OSBM website (Office of State Budget and Management) and notifies the Controller of any findings.
- **Organizational Development:**
 - Participates in development and implementation of agency Technology Plan
 - Provide training to certain designated employees in system critical functions:
 - Purchase ordering process including cost principles

- Check signing
 - Check processing (to permit personal vacations or leave)
 - Provide direction and/or support to special projects involving operating cost containment, and review of technical innovations meriting possible adoption by the agency
 - Assists with developing training for staff in financial and/or operational policies and procedures
- **Supervision**
 - Supervises and trains the Accounting Specialist and works with Specialist to complete individual annual self-review.
- **Fixed Assets:**
 - Identifies and keeps record of company owned or leased equipment, buildings, and other property
 - Records description, value, location, and other pertinent information of each item
 - Reconciles General Ledger to Master Asset List quarterly
 - Assists with equipment disposal process
 - Coordinates the annual physical inventory of Fixed Assets with the Family Resource Center Coordinator.
- **Other**
 - Attend Operation team meeting, DEPC staff meetings and retreats which may include an out-of-town retreat
 - Any other activities as requested by the Controller
 - The employee uses the MIP system in accordance with the rights authorized and approved by the Executive Director and the North Carolina Partnership for Children

EDUCATION:

- Bachelor's degree in accounting from a four-year college or university

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
 - Periodically required to stand; walk, stoop, kneel
 - Occasionally required to lift up to 25 pounds
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer

The position also requires the ability to periodically work under time pressure