

KIPDA
POSITION DESCRIPTION

Class Title: Accountant

Division: Finance

Supervisor: Director of Finance

Class Characteristics: Under general direction, is responsible for assisting the Director of Finance with the financial management of the agency; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Compiles and maintains Agency budget.
2. Prepares work papers and schedules for the Agency audit.
3. Analyzes cash flows.
4. Analyzes Accounts Receivable and follow-up on delinquent receivables.
5. Maintains and analyzes General Ledger accounts.
6. Prepares and maintains written operating procedures.
7. Processes payments on contracts.
8. Responsible for submission of external financial reports and billings.
9. Reviews accounting system and procedures as necessary.
10. Works with staff to develop spreadsheets.
11. Prepares annual cost allocation plan.
12. Provides technical assistance to Division Directors and staff.
13. Prepares monthly bank reconciliations.
14. Performs special projects and other duties as assigned.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's Degree in Accounting supplemented by three years' related work experience, preferably in a not-for-profit or governmental organization.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of basic accounting principles.
2. Thorough knowledge of federal and state laws and administrative regulations.
3. Thorough knowledge of the theories and practices of not-for-profit or governmental financial administration and accounting.

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4. Thorough knowledge of, or ability to learn, cost principles governing applicable programs, including OMB Circulars, Uniform Guidance, KRS, KAR, and KIPDA policies.
5. Thorough knowledge of computer hardware and applicable software programs, including file-sharing.

Skills:

1. Skill in use of computers and other office equipment.
2. Skill in reasoning, problem-solving, and organization.
3. Skill in online research.
4. Analytical skills.

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to determine if management decisions comply with applicable laws and regulations.
3. Ability to apply accounting principles and procedures, federal and state regulations, office procedures, practices, systems, and equipment to financial operations.
4. Ability to prioritize workload and meet deadlines.
5. Ability to prepare financial reports and statements in accordance with predetermined requirements.
6. Ability to establish and maintain effective working relationships with funding agencies, contractors, officers and employees of the agency, and the general public.
7. Ability to identify problems and solutions to problems.
8. Ability to self-review assignments with close attention to detail.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: Supervisor reviews most of completed work.

Analytical Requirements: Duties are of an advanced or technical nature, requiring accuracy in all program software and financial matters

Tools and Equipment Used: Normal office equipment (computers, calculator, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed indoors at a desk or table in a climate-controlled environment; lifting light objects (less than 25 pounds) is a requirement of the job.

Contacts: Frequent staff and funder contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: N/A

Availability: Overtime may be required.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.

To Apply: Email cover letter, resume, salary history, and a copy of transcripts to kellytyra.cecil@kipda.org

EOE