

## POSITION DESCRIPTION

**POSITION TITLE:** Accountant  
**REPORTS TO:** Finance Director  
**SUPERVISES:** N/A  
**FLSA STATUS:** Exempt

### POSITION PURPOSE:

Responsible for payroll operations, grant accounting, preparation of monthly closing, overseeing accounts payable and receivable, and assisting with human resources responsibilities

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Payroll

- Analyze, prepare, and input payroll data into web-based payroll system
- Ensure compliance with all applicable state and federal wage and hour regulations
- Provide payroll information by answering questions and requests
- Maintain employee records in payroll system
- Distribute paychecks
- Maintain voluntary employee payroll deductions
- Process involuntary deductions such as garnishments, child support, or IRS levies
- Maintain holiday and combined-time off (CTO) accruals for usage and adjustments
- Resolve payroll discrepancies by collecting and analyzing information.
- Maintain payroll operations by following policies and procedures; reporting needed changes.
- Contribute to team effort by coordinating timely collection of timesheet information
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Payroll deduction reconciliations (e.g., AFLAC, Dental, Health, Legal Services, Vision)
- Maintain payroll files

#### Human Resources

- Coordinate job posting process with program supervisors
- Coordinate company benefits with employees and third party providers
- Maintain HR module in Abila

#### Accounts Payable/Receivable

- Oversee A/P and A/R duties performed by Accounting Assistant
- Preparation of payroll related A/P (e.g., SUI, 403b, United Way)
- Process A/P and A/R aging reports and follow up on any outstanding payables or receivables

#### Grants Accounting/Monthly Closing Preparation

- Prepare bank reconciliations
- Maintain prepaid insurance and depreciation schedules
- Record monthly journal entries (interest, insurance, depreciation, designated donations, deferred revenue, adjusting/correcting entries, etc.)
- Read and understand grant contracts to determine grant periods and eligible expenditures
- Use advanced Excel knowledge to prepare reader-friendly spreadsheets needed for accounting purposes with complex formulas
- Prepare spreadsheet each pay period to convert payroll information from ADP to format needed for import into accounting system
- Manage grant expenditures to ensure grants are fully spent according to grant budgets
- Prepare monthly billings and expenditure reports for funders

- Review subrecipient billings and track spending for grants which agency is fiduciary
- Create any required accounting system transaction reports, general ledger reports, and financial statements
- Maintain grant binders and journal files
- Perform other tasks requested by supervisor as needed

**AGENCY RESPONSIBILITIES:**

- Actively support the SOS commitment to diversity in all areas and responsibilities
- Uphold and ensure appropriate enforcement of all agency policies and practices
- Participate in community relations and outreach tasks as directed and required
- Participate in educational opportunities to ensure working knowledge / competency of the duties of this position

**BASIC QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in Accounting, Finance, or related field
- Two years of relevant experience preferred
- Working knowledge of web-based payroll system (e.g., EWS for ABILA MIP)
- Working knowledge of accounting systems (e.g., ABILA MIP)
- Ability to create accounting system reports for general ledger and financial statements
- Knowledge's of principles and practices of Accounting
- Ability to create and maintain a chart of accounts
- Knowledge of local, state, and federal wage and hour laws
- Problem analysis and problem resolution
- Ability to plan and manage multiple projects
- Ability to work under pressure and meet accounting deadlines
- Effective written, verbal and organizational skills
- Ability to use an adding machine for a variety of accounting functions
- Proficiency in Microsoft Word, Outlook, Excel, is required
- Advanced ability to work with complex spreadsheets and formulas in Excel
- Ability to perform mathematical functions
- Ability to perform independently and to work in a team environment, to put personal preferences aside for the good of the team
- Ability to lift 40 lbs
- Ability to sit for a long periods of time
- Handle confidential information with discretion
- Work with minimum supervision
- Ability to set up and maintain an organized and neat work environment
- Ability to communicate effectively with people from diverse backgrounds and with individuals from all levels of the organizations
- Willingness to perform tasks immediately when requested
- Attention to detail and accuracy are essential
- Possess valid Michigan Driver's License and auto insurance that meets agency requirements
- Commitment to vulnerable populations
- Maintain compliance with the Substance Free Work Place Act, the Privacy Act and Federal, State, and local laws regarding professional standards of conduct

I have read, understand, and accept my responsibilities as articulated in the above job description.  
(Please sign and return to the Human Resource Director).

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Employee's Signature

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Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.