



Early Childhood Investment Corporation Position Description:

Accountant Position (Mid-Level Staff Designation)

Supervision Received and Exercised:

Received

- Receives direction from the Chief Administrative Officer

Responsibilities and Duties:

This list is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Responsible for all day to day accounting and financial activities of the corporation
- Post all accounting transactions to the accounting system
- Ensure that all transactions are posted to the appropriate account and funding source
- Maintain all supporting financial documentation for transactions
- Prepare all check requests and checks
- Reconcile monthly bank statements
- Maintain fixed inventory records
- Prepare annual 1099 forms
- Monitor the corporation's cash balances
- Prepare monthly and annual closing entries
- Prepare monthly financial statements
- Prepare monthly budget to actual statements
- Serve as financial liaison with outside agencies
- Prepare payroll and track sick, holiday, vacation, etc. time
- Coordinate D&O and BOP insurance for organization

Qualifications and Required Skills:

- Bachelors degree in Accounting or similar discipline
- 3 to 5 years experience in related field
- Exceptional verbal, written and communication skills
- Superior interpersonal skills
- Good time management and organizational skills

Knowledge of:

- Corporate policies, procedures and regulations
- English usage, spelling, grammar punctuation and vocabulary
- Record keeping, report preparation, filing methods and records management techniques
- Generally accepted accounting principles
- Governmental accounting

- Federal grant procedures and reports
- Accounting software especially Peachtree

Ability to:

- Use tact, discretion, initiative and independent judgment within established guidelines
- Communicate clearly and concisely, both orally and in writing
- Handle multiple priorities at any given time in a fast-paced environment
- Organize information in a clear and concise manner
- Maintain a high level of professionalism/business maturity with the ability to deal with sensitive matters and to maintain confidentiality
- Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions

Signing this position description does not mean the employee agrees or disagrees with it and its assigned duties; it simply means that the employee understands the work assignments outlined herein.

“I have read and understand that the statements and time estimates above and on any attachments to this document are a description of the functions assigned my position.”

Employee Signature

Date

Supervisor Signature

Date

Chief Executive Officer

Date