



# JOB NOTICE

Date Posted: March 31, 2017

Closing Date: April 10, 2017

APPLICATION PROCEDURES: Send letters of intent and resume, to Box Fiscal-SA., Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Fiscal

**Title:** Staff Accountant

**Salary \$:** Full Time with competitive salary and comprehensive benefit package.

## **General Duties:**

Under the supervision of the Chief Financial Officer, the Accountant is responsible for maintaining the Agency financial system including the management of an integrated general ledger, financial analysis, managing the corporate credit card program and assisting with grant and contract management, expense monitoring, vendor analysis, financial analyses, and budget preparation

- Supervise Accounts Payable and Accounts Receivable staff and activities.
- Provide back up support for payroll processing.
- Participate in the annual budget preparation and audit process.
- Prepare monthly P/ L reports with variance analysis.
- Perform monthly bank reconciliations and credit card processing statements.
- Regularly maintain detailed reconciliations of all balance sheet accounts.
- Provide detailed analyses and explanations of all transactions.
- Perform general ledger account analysis and expense allocation.
- Track and analyze progress against revenue and expense budgets.
- Take deposits to the bank as required.
- Preparation of 1099's, coordination of tax return information, etc.
- Protects organization's value by keeping information confidential.
- Manage grant compliance and financial reporting.

## **Qualifications:**

**Education/Experience:** Minimum of a Bachelors in Accounting or related education is required. 4+ years of financial or accounting experience, preferably in the nonprofit sector. Thorough understanding nonprofit accounting concepts, generally accepted accounting principles and grant accounting.

**Technology:** Proficiency in Microsoft Office, including but not limited to Word, Outlook and advanced Excel.

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; Clear driving record.

**Interpersonal/ Human Relations Skills:** Exceptional attention to detail and a proactive nature that looks beyond the numbers. Ability to manage multiple projects simultaneously. Excellent analytical and problem-solving skills. Strong verbal and written communication skills. Ability to analyze and report on qualitative and quantitative data. Able to complete tasks accurately and timely with minimal supervision. Aptitude for working in a culturally diverse environment and possess the ability to interact with multiple constituencies in a respectful and meaningful manner.

**Exempt:** Not eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans