



Job Description

Title	Accounting Associate
Department / Program	Administration
Reports To	Chief Financial Officer
Status / Hours	<ul style="list-style-type: none">▪ Exempt, Salaried▪ Full-time
Education & Experience	<ul style="list-style-type: none">• Bachelor's degree in accounting or finance preferred/5 or more years of accounting experience in non-profit accounting required
Supervisory Responsibilities	<ul style="list-style-type: none">• N/A
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none">• Alignment and commitment to values, mission, model, and vision of the agency• Commitment to equity and inclusion within the agency and across systems• Advocacy for excellence in child welfare and adult medical and behavioral health and well-being• Competence and confidence in building transparent, positive partnerships that will further the agency's mission.• Strong written and verbal skills• Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none">• Well versed in non-profit accounting principles, including but not limited to:<ul style="list-style-type: none">- Restricted contributions and grants- Functional expense tracking and reporting- Non-profit financial reports- Other basic accounting concepts like receivables, payables, bank reconciliations, journal entries, payroll, monthly closings, Excel spreadsheets etc.• Expertise in QuickBooks online• Proficient in MS Office including Excel and Word• Detail-oriented• Strong problem analysis and problem resolution skills• Excellent interpersonal and communication skills

<p>Other Requirements</p>	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver’s license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state’s minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
<p>Physical Requirements</p>	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • Reasonable accommodations may be made to enable staff to perform the essential duties. • May be asked to lift items
<p>Duties & Responsibilities</p>	
<ul style="list-style-type: none"> • Process reimbursement forms and purchase requests. • Manage the approval process in accordance with internal fiscal policies to ensure expenses are valid with required documentation. • Manage and process bills and invoices for payment, categorizing to accurate accounts, departments, and programs. • Prepare accounts payable checks and process Automated Clearing House (ACH) payments. • Enter financial transactions into QuickBooks online and other platforms as indicated by agency administration. • Assist with grant and contract billing. • Assist with payroll processing, providing primary coverage in the absence of the CFO or designee. • Participate in annual financial audit. • Prepare bank deposits and post all cash receipts to the appropriate general ledger accounts, departments, and programs. • Review/record/reconcile petty cash fund. • Serve as a primary financial liaison to advancement and fundraising functions. 	

- Support Chief Financial Officer with bank account reconciliations, commercial insurance renewal process, assists with program and contract budgeting process.
- Manage gift card distribution log.
- Attend and participate in-service trainings, team meetings, professional development, and group and individual supervision, as applicable.
- Other duties as assigned.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Administrator Signature

Date