



Job Title: Accountant
Department: Administrative Services
Reports To: VP of Administrative Services

Position requires the successful completion of an extensive criminal background check.

SUMMARY

The Accountant is responsible for computing, classifying, recording, and verifying numerical data for use in maintaining accounting records on behalf of AGCI; also serves as the main contact for AGCI's affiliate grant agency and for families requesting assistance in funding their adoption.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all Accounts Receivable / Accounts Payable functions for the organization; pays invoices; makes collection calls when necessary.
- Receives and processes all social worker payroll and expenses.
- Processes all credit card payments or donations through merchant services.
- Initiates wires, both domestic and foreign; provides for monthly set up and prepares release for appropriate supervisor to authorize.
- Enters data into QuickBooks, produces Journal Entries, and creates daily, weekly and monthly reports.
- Reconciles all bank accounts and reports daily deposits to Management.
- Tracks and receives information regarding adoption contract payments.
- Works internally and communicates with adoption staff to provide updates regarding account standing.
- Obtains tracks and disburses foreign bills and currency for travel.
- Performs month-end close responsibilities, via prescribed checklist of duties.
- Maintains and updates vendor files, 1099s, credit card statements, and other financial documents.
- Assists VP of Administrative Services with State / Hague licensing & accreditation process and compliance, annual budgeting and with financial audits.
- Confers with families requesting grant assistance for adoptions; processes grant applications and forwards to grant committee for review and decision.
- Processes the affiliate grant agency contracts and awards; requests for grant release after application is reviewed and approved.
- Notifies families of grant award status and administers the grant monies.
- Displays excellent communication skills including in-person or written correspondence, documentation, detail-orientation, and sensitivity with confidential documents and information; displays exceptional ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from the VP of Administrative Services.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation and remains open to all levels of work and support for the organization.
- Other duties and special projects, as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting from four-year college or university, or three or more years of experience as full-charge bookkeeper (AR/AP); or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business and accounting correspondence. Ability to write error-free routine correspondence and reports. Ability to speak effectively to, and respond to questions from, clients, AGCI employees, vendors, donors and other members of the public and community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, percent, and calculate figures and amounts such as discounts, interest, commissions, proportions, and currency conversion accurately.

COMPUTER SKILLS

Job requires advanced basic computer skills including logging on to systems, word processing, spreadsheet, report writing, project management, presentation creation/editing, database, use of internet and communication by e-mail. Requires knowledge of and use of AGCI's adoption database/software program.

REASONING ABILITY

Ability to work with and protect extremely confidential files and information and have the appropriate discernment regarding handling and/or escalating of issues to appropriate party(ies). Ability to reason and work within accepted accounting principles. Solves practical problems and interprets a variety of instructions furnished in written, oral, diagram or schedule/checklist forms.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within office building, use hands and fingers to keyboard or dial, reach with hands and arms, and talk or hear. The employee must infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus, especially with frequent computer use.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate.

Employer Representative_____

Employee_____

Revision Date_____