

Southwestern Wisconsin Community Action Program, Inc.

Job Description

Job Title: Accountant

Exempt (Y/N): No

Location: Dodgeville

Supervisor: Operations Director

Updated By: Michelle Ripp

Approved By: Walter Orzechowski

Salary Level: 6

Department: CSBG

Date: 05/27/18

Date: 05/27/14

SUMMARY: Under the direction of the Operations Director, the Accountant position performs general accounting duties in accordance with OMB Circulars and GAAP rules and regulations. Overall responsibility for the general ledger, accounts receivable, accounts payable, fixed assets, depreciation, month and year end journal entries and audit.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as the Operations Director may deem necessary from time to time.

Maintains records utilizing established accounting principles in accordance with state and federal guidelines.

Maintains General Ledger and Financial Reporting records, separated into program departments for all contracts awarded to the agency, using a standardized accounting system.

Prepare financial reports for SWCAP Board of Directors, Program Directors and funding sources.

Prepare trial balance and reconcile bank statements.

Process daily deposits in the Accufund accounting system.

Prepare monthly and year end journal entries.

Maintain master files for all grants & contracts.

Provide financial information to Program Directors pertaining to plan versus performance, including copies of invoice batch lists and check lists if requested.

Maintain adequate cash flow through draw downs and payment requests according to funding source regulations.

Prepare for annual agency audit, including all financial schedules, copies of all grants, correspondence, insurance policies and assisting auditors during audit process.

Compute shared cost for programs and maintain cost allocation files.

Maintain worksheet on DHSS CARS system deposits.

Help with budgeting and maintain depreciation schedules.

Maintain rent schedules and process rent payments monthly.

Maintain and submit monthly ACH files for loan and rent payments.

Reconcile agency credit card statements.

Back up person for internal payroll and filing state and federal tax reports.

Prepare 1096 annual summary and transmittal of US information returns and 1099 forms.

Prepare and maintain annual agency insurance worksheets for liability insurance.

Reconciliation of all balance sheet items.

SUPERVISORY RESPONSIBILITIES: None at present time.

QUALIFICATION REQUIREMENTS: 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 essential functions.

EDUCATION and/or EXPERIENCE:

A Bachelors degree in a Business Program with 6 plus years experience or equivalent combination of education and work experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations. The ability to write reports, business correspondence, and procedure manuals. The ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

The ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

OTHER SKILLS AND ABILITIES:

The ability to work with persons of diverse education, income, culture, and age levels.

Non-profit or grant funded accounting experience a plus.

Have extensive knowledge of computerized accounting systems and be proficient in Microsoft Word and Excel.

OMB Super Circulars.