



**Announcement Date:** January 2, 2018

**OPEN POSITION:** Senior Accountant – Part Time Position (.5 FTE)

**Apply by:** Sending Cover Letter and Resume to: [careers@ecpac.org](mailto:careers@ecpac.org)

### **Early Childhood Partnership of Adams County - Senior Accountant Job Description**

**Job Title:** Senior Accountant  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**FTE:** Part time (.5)

#### **Overall Statement of Responsibility**

The Senior Accountant is responsible for managing the financial aspects of the Early Childhood Partnership of Adams County (ECPAC), a non-profit organization, working closely with the Executive Director and the Director of Operations to include fiscal compliance with federal, state, foundation, and private donation funds. The Senior Accountant is responsible for working with the Executive Director and ECPAC Board Treasurer to ensure the Governing Board of Directors has the needed information to perform their financial obligations.

#### **Essential Duties and Responsibilities**

The Senior Accountant has primary responsibility for financial accounting and reporting, accounts receivable, accounts payable, oversight of payroll, support budget preparation, support contracting, and financial risk management.

#### **Financial accounting and reporting**

- Develop as needed, implement, and ensure compliance with internal financial and accounting policies and procedures per ECPAC's Financial Policies and Procedures
- Develop as needed, and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Coordinate the annual audit and tax filings; Prepare all supporting information for the annual audit and liaise with the Board's Finance Committee and the external auditors as necessary
- Maintain complete and accurate supporting information for all financial transactions
- Maintain the financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash in accordance with the Uniform Guidance
- Reconcile bank and investment accounts
- Review results as required and implement variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Develop, as needed, and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements

**Payroll preparation and administration**

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner

**Budget preparation**

- Follow guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Directors and Project Managers with the preparation of budgets for funding applications
- Assist Directors with oversight of budget and financial commitments in contracts

**Resource Development**

- Work closely with the Executive Director and Director of Operations to ensure adequate financial resources to carry out the work of ECPAC
- Assist the Executive Director, Director of Operations, and Governing Board with the development annual Fundraising/Revenue Plan

**Project management accounting**

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

**Risk management**

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized per ECPAC's Financial Policies and Procedures
- Ensure that the organization is in legal compliance with all local, state, and federal laws and regulations
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

**Qualifications:**

- *Education:* University degree or college diploma in Accounting, Commerce, or Business Management/Administration (Masters preferred); experience in field may substitute for specific degree
- *Professional designation:* Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.
- Minimum three (3) years of experience with budgeting and financial management of budgets over \$750,000; at least one year experience in some type of leadership role
- Experience working with a Board of Directors or other types of leadership
- Knowledge of generally accepted accounting principles
- Knowledge of federal legislation affecting nonprofits or willing to learn quickly
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software (Quickbooks and Microsoft Office)
- Personal qualities of integrity, credibility, efficiency, and dedication to the mission and vision of ECPAC

**Physical requirements and working conditions:**

- Work in an office environment using computer for periods of time throughout an eight hour work day.
- Ability to lift/push/pull/carry various objects of 10 – 20 pounds occasionally
- Work a standard work week, at 20 hours per week, with some times of additional hours (paid) to attend meetings or during specific periods of the accounting cycle, such as the Annual Audit.

**Compensation:** Competitive based upon education and experience, includes some benefits