

FIRST STEP, INC.  
FINANCE ACCOUNTANT  
POSITION DESCRIPTION

POSITION: FINANCE ACCOUNTANT

PART TIME: 20 hours per week

GENERAL DESCRIPTION: Under the supervision of the Executive Director provides for the day-to-day financial management of the organization and ensures compliance with financial reporting requirements and the data integrity of the financial management system. Examines, analyzes, and interprets accounting data, records and reports. Advises or assists management on accounting and financial management matters. Applies the principles of accounting and complies with GAAP requirements. The Finance Accountant is responsible for bookkeeping, and all agency financial data regarding grants, budget. Performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of grant and financial records and reports. Preparation and monitoring of grant requests and reports. Performs related duties as assigned.

DUTIES AND RESPONSIBILITIES:

I. FINANCIAL MANAGEMENT

- Oversee the development, updating, and implementation of the cost allocation plan to meet grant and agency requirements.
- Ensure that all financial requirements mandated by funders are reflected in agency policies and procedures and are implemented correctly.
- Maintain accurate budgets for the current year and provide management and funders with reports required to monitor budget status.
- Build budgets for the next two fiscal years that reflect strategic plans and initiatives.
- Assist in preparation of grant applications, specifically on financial/budgeting components and with the Executive Director, ensure compliance with financial requirements outlined in all grant contracts awarded.
- Conduct financial analysis and keep accurate account of respective fund balances for designated (temporarily restricted) funds.
- Prepare, review, and analyze financial statements (to include income statements, balance sheets, receivable reports, cash flow management, etc.).
- Provide required monthly financial reports to allow for management and Board of Directors to facilitate informed financial decisions.
- Ensure timely, accurate invoicing on all grants.
- Ensure that all tax-reporting requirements are met (annual tax returns, quarterly payroll reports, etc.) Review tax returns prepared by external auditor. Provide oversight for preparation, review, and submission of W2's and 1099's.
- Provide all needed materials for annual external audit and other grant reviews as required by the Board of Directors and funders.

## II. ADMINISTRATIVE SERVICES

- Process all expenses and revenues.
- Reconcile all accounts monthly.
- Prepare accurate and timely billings and financial reports for all funding sources.
- Create and maintain accurate schedule of due dates.
- Prepare and submit budget adjustments as necessary.
- Prepare bi-monthly payroll and allocate staff timesheets to appropriate fund sources.
- Prepare budgets for approval and monitor approved budgets..
- Update Cost Allocation Plan annually and utilize to code all expenses and revenues.
- Prepare budget portion of grant applications.
- Maintain agency permanent files and financial records.
- Prepare for agency financial audits and serve as liaison with auditors.
- Ensure that financial policies and procedures are followed in all fiscal matters.

## III. PROGRAM SUPPORT SERVICES

- Perform job duties in accordance with approved agency policies and procedures.
- Ensure that all persons are treated in a manner consistent with the agency mission.
- Be or become familiar with domestic violence/sexual assault agency practices to support team atmosphere.
- Perform other duties as assigned by team leader and/or agency leadership.

**QUALIFICATIONS:** Bachelor's degree in Accounting or Finance required with 3 years' accounting experience with local, state and federal grants in a non-profit environment. Experience with fund accounting software. Strong analytical and math skills. Excellent communication, time management and organizational skills. Must demonstrate accounting proficiency and be able to perform advanced administrative and accounting duties

Computer skills software including Quick Books Accounting, Database software, Microsoft Office Suite including advanced Excel. Strong interpersonal skills and ability to work as a team member, providing support as well as constructive feedback in social interactions. Proficient, independent writing and communication skills. Must be self-motivated, self-confident, result oriented and maintain high moral and ethical standards.

To apply send resume to [mturnbow@firststep.org](mailto:mturnbow@firststep.org)  
Questions call 940-723-7799