

Job Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information.		
Position Title ACCOUNTANT	Location SWCC	Date 4.28.2025
Reports to Chief Financial Officer (“CEO”)		FLSA Classification Exempt

General Summary	
The Accountant will assist the CFO by recording, analyzing, interpreting and reporting financial statistical information. Assists in all transactions affecting payroll, AR, AP, and general ledger. May assist in budgeting.	
Essential Job Functions	
●	Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
●	Maintains subsidiary accounts by verifying, allocating, and posting transactions.
●	Reconcile and balance all accounts.
●	Maintains historical records by filing documents.
●	Manages accounts payable and accounts receivable
●	Processes payroll in a timely manner.
●	Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
●	Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports and vouchers; advising management on needed actions.
●	Contributes to team effort by accomplishing related results as needed.
●	Records cash receipts and make bank deposits and prepare checks.
●	Assembles information for external auditors and the annual audits or program audits.
●	Provides clerical and administrative support to management as requested.
●	Follows accounting policies and procedures
●	Assists with budget preparation

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●	Assists with grant administration
●	Abides by a strict code of confidentiality in all matters related to the position.
●	Attends meetings, workshops and training seminars as required.
●	Performs all other related and additional duties as required.

Education Requirements

Bachelor's Degree in accounting or related field required.

Previous Experience Requirement

- Minimum 3-5 years' experience preparing financial reports, budget preparation, managing accounts payable and accounts receivable and payroll processing.
- Advanced skills in Microsoft Excel.
- Non-profit and grant administration experience preferred.
- Fundez account system experience a plus

Knowledge and Skills Needed to Perform Effectively in this Position

- Above average interpersonal and communication skills.
- Ability to effectively multi-task with a high-degree of accuracy.
- Must possess and emit positive energy and the ability to remain motivated.
- Excellent organizational and time management skills.
- The ability to acquire and maintain a body of knowledge sufficient to perform the duties of the position.
- Must have the ability to seek external assistance when needed to obtain that body of knowledge.
- PC skills to include Microsoft Office Word, Advanced Level Excel, PowerPoint, email, and Internet research.

Additional Requirements

- Must be able to fully embrace SCC's mission

Physical Dimensions

Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner. Place an "x" in the box that best correlates to the percentage of time the employee will be engaged in the following activities.

	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
■ Seeing: Must be able to read documents and use office and other equipment.				X
■ Hearing: Must be able to hear well enough to communicate with customers and coworkers.				X
■ Standing/Walking/Mobility/Lifting: Must be mobile and be able to travel. Must be able to lift 25 pounds without assistance.		X		
■ Climbing/Stooping/Kneeling: Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.		X		
■ Fingering/Grasping/Feeling: Must be able to write, type, and use office equipment.				X
■ Environmental Conditions: Must be able to work in environments that may include, but are not restricted to, cold, heat, draft, fumes or various combinations of same.				

Expectations

- Adheres to Syracuse Model Neighborhoods Policy and Procedures.
- Acts as a role model within and outside the Organization.
- Present an appearance conducive to supporting a casual yet professional business environment.
- Treat all facility visitors, coworkers and others with dignity and respect.
- Promotes teamwork with coworkers and provides guidance for coworkers as needed or requested.
- Maintains a positive and respectful attitude.
- Communicates regularly with Management about job-related issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position.
- Satisfactorily meet performance levels, goals and objectives.

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*

Employee Signature _____ Date _____