

YWCA of Syracuse & Onondaga County

Job Title:	<i>Accountant</i>	FLSA Classification:	<i>Exempt</i>
Department:	<i>Main Office</i>	Reports to:	<i>Deputy Executive Director</i>

Job Summary:

Responsible for the overall handling of the organization’s finances, both income and expense.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Prepares organization’s annual budget to be presented to the Board of Directors, in conjunction with the Executive Director
- Prepare financial reports monthly to be discuss at the finance committee. This includes expenditure/income allocations in accordance to multiple grants/funding sources
- Draft preliminary annual budget towards end of each fiscal year
- Review annual budget for modifications during the year with Executive Director and Deputy Executive Director
- Perform regular detailed analysis to ensure accuracy in financial documents, expenditures and manage program budgets
- Oversee bank reconciliations and manage accounts payable/receivable
- Manage bills and checks, review receivables from Operations Manager
- Work in conjunction with Deputy Executive Director and Operations Manager to submit accurate financial reports to funders/grant billing
- Work closely with Auditor during the audit season
- Meets with Executive Director, Deputy Executive Director and Operations Manager for internal fiscal meetings prior to the finance committee meetings to review profit/loss, balance sheets, grant receivables etc.

Supervisory Responsibilities:

None

Minimum Qualification Standards:

BS degree in Accounting or Finance (CPA preferred). MPA or MBA with finance background Six months to one-year related experience and/or training; or equivalent combination of education and experience. Must have knowledge in creating spreadsheets, MS Word, and QuickBooks (Non-Profit strongly preferred)

Special Requirements:

- Valid driver’s license

Knowledge, Skills, and Abilities:

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. Figures

must be exact at all times. This position will play a vital role in our company's financial operations, ensuring compliance with the law and accuracy in accounting.

Language

Ability to read, analyze, and interpret complex documents. Present information to Finance committee.

Mathematical

Ability to calculate figures and amounts in all units of measuring. Use whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and draw and interpret bar graphs

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (body language) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Equipment, Machines, and Software Used:

General office equipment is used

Mental and Physical Requirements:

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.

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate

Environment Conditions:

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Disclaimer:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee (s) 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. The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.