

Job Description

Job Title: Accountant
Department: Management & Administration
Job Code: Employee
Reports To: President/CEO
Job Status: Part-Time
Revision Date: July 5, 2017

Essential Duties

As a key member of the executive leadership team, the Accountant reports to the CEO and assumes a strategic role in the overall management of HSWC. The position is responsible for supporting the CEO's fiscal and fiduciary responsibilities for the organization. This position is hands-on and quality-focused combining sound financial leadership with proven business effectiveness. The Accountant supports the financial management of the organization to include accounting, budget analysis and management, financial modeling and reporting, cost benefit analysis, and forecasting needs. The Accountant works collaboratively with senior leadership in complex problem solving, issue analysis and serves as a credible, knowledgeable and trusted resource to the CEO and other senior leaders. The Accountant is also responsible for mentoring and guiding the management staff.

Tasks and Responsibilities

The primary purpose of the Accountant is to produce monthly financial statements, the year-end financial statements to be audited, and compile the annual budget.

- Record monthly activity for each Endowment Fund account from brokerage statements
- Prepare monthly reconciliations for unrealized gains and losses, internally designated funds and permanently restricted funds.
- Record daily sales and cash receipts
- Enter vendor invoices into accounts payable in QuickBooks
- Prepare accounts payable checks each week to pay invoices timely
- Calculate accrued payroll at the end of each month and reverse it at the beginning of the following month
- Prepare all journal entries to adjust accounts as necessary
- Review General Ledger accounts each month to look for any unusual items in the wrong accounts
- Prepare all supporting schedules for the year-end audit
- Prepare budget by December 31 for the following year to submit to the County
- Refine budget with President/CEO to present to the Board of Directors in May
- Meet with and keep President/CEO updated on all items of financial significance
- Print out budget versus actual income statements for department heads monthly
- Monitor cash flow and transfer available funds as necessary
- Coordinate with Treasurer any needs to borrow funds on the line of credit
- Prepare all financial statements for the monthly Board meeting for the Treasurer
- Assist with analysis for health insurance renewals
- Gather necessary information for annual insurance audits
- Prepare analysis for President/CEO as/when requested
- Assist and educate staff to facilitate proper coding/recording of transactions
- Assist in properly recording and reporting expenses for restricted grants and donations

Management and Compliance

- Proactively addresses initiatives that are off-track, over-budget, or behind schedule.
- Handles highly confidential records relating to personnel, contracts, and legal matters.
- Assists with employee benefit plans, including Worker's Compensation and health insurance, SIMPLE IRA retirement savings plan and COBRA in accordance with applicable regulations. Directs and oversees preparation of all government reporting documents as required.
- Oversees compliance matters relating to federal, state and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofits.
- Ensures timely and efficient preparation of records for the annual audited financial statements, 990 tax returns, and relevant Maryland state filings.

- Acts as organization's main liaison with independent auditors for annual audit activities ensuring that all compliance requirements are met.
- Evaluates contracts for business terms and financial implications.

Qualifications

EDUCATION AND EXPERIENCE:

- Should have an Associate's Degree and a minimum of 5 years accounting experience

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Understanding of the policies and procedures of the Humane Society.
- Ability to multi-task, prioritize, delegate and adhere to deadlines.
- Proficiency with QuickBooks, MS Excel, and MS Word.
- Ability to operate standard office equipment.
- Ability to be vaccinated with pre-exposure rabies.
- Ability to lift up to 50 pounds, work with or within proximity of all species of animals, and have the physical ability to maintain balance, stoop, crouch, and reach over your head.
- Must possess a valid Driver's License and insurable driving record.

Leadership Responsibilities

- Communicates in an effective and professional manner with public and all HSWC staff and volunteers.
- Follows all written and verbally communicated HSWC policies and standard operating procedures.
- As a member of the Management Team, leads agency staff and volunteers to a high standard of performance. Works in collaboration with Chief Operations Officer and Chief Executive Officer.
- Develops new ideas with staff in order to work towards the organization's strategic goals.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, traffic hazards, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Sitting or standing for 8 – 10 hours per day. Computer usage.

Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.