



- Prepare documentation and deposit checks.
- Process checks and ensure correct distribution via mail or pickup by BFHP or outside agency staff.
- Prepare reports to track client balances and funds spent by the program.
- Establish and maintain vendor accounts, W-9 documentation, client fees and TFA files.
- Manage annual filing of 1099s.
- Coordinate with program or outside agency staff, as needed.
- Manage deposits, including preparation, posting in the accounting system, remote deposit or delivery to bank.
- Prepare month-end journals and reconciliations.
- Perform annual fixed asset inventory.
- Assist with the annual audit.
- Assist with preparation of adhoc reports and financial analyses.
- Participate in adhoc projects, such as process improvements and system implementations
- Handle routine correspondence and mailing.
- Maintain all accounting files; manage annual storage and destruction of files according to record retention policy.
- Order office supplies.
- Attend and participate in all meetings and trainings as assigned.
- Be responsible to other staff, clients, BFHP and its stakeholders, both for your actions and your decisions not to act.
- Conduct business in accordance with the Team Handbook, exercising sound judgment and serving the best interests of BFHP and the community.
- Commit yourself to treating each community member with respect and dignity.
- Perform other tasks as assigned by supervisor.

### **Qualifications, Skills and Abilities**

- AA degree in Accounting and 3 years of full-cycle accounting experience, or equivalent combination of education and experience.
- Experience in a nonprofit environment, preferred.
- Working knowledge of double entry and accrual accounting as well as typical bookkeeping practices.
- Knowledge of federal requirements for 1099 reporting and employee reimbursements, or ability to quickly learn regulations.
- Experience managing high volume accounting transactions and performing reconciliations.
- Proficiency with accounting systems (Quickbooks, preferred), typical office suites (Microsoft Word and Excel, preferred), and email, internet, and calendaring applications.
- Good written and oral communication skills.
- Good listening and conflict resolution skills.
- Ability to meet deadlines and complete multiple tasks in a timely manner.
- Excellent attention to detail and ability to work in an environment with constantly changing priorities.

- Ability to work independently and as part of a team; self-motivated to follow-up and follow-through with tasks.
- Ability to handle confidential employee information with discretion and good judgment
- Excellent organizational skills; ability to manage space, files, paper, and data to ensure efficient access to documentation.
- Ability to maintain professional conduct, attitude and appearance at all times.

### **Special Requirements**

- Must have a valid driver's license and clean DMV record.
- Must be able to obtain background check clearance.

### **Physical Requirements**

While performing the duties of this job, the employee is

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
- Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
- May be occasionally required to stoop, kneel, or crouch.
- Must be able to lift or move up to 15 lbs.

***I have received a copy of my job description and understand all of my responsibilities.***

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date