



Position Description

Title:	Accounting
Classification:	Non-Exempt
Department:	Finance and Operations
Reports to:	Deputy Executive Director
Position Summary:	Responsible for preparing, processing, reporting and assisting with financial functions of HSP according to generally accepted accounting principles (GAAP) for non-profit agencies.

Essential Functions:

- Prepare grant fiscal reports and all required documentation for each government grant received by HSP.
- Prepare grant reimbursement invoices and billings as required by grantor, enter AR into accounting software.
- Coordinate grant/budget modifications if necessary
- Research and collect accounts receivable greater than 60 days overdue .
- Prepare and make bank deposits of incoming receipts and contributions; record transactions into accounting software or fundraising software as appropriate.
- Monitor bank accounts for ACH deposits and record transactions into accounting software or fundraising software as appropriate
- Manage petty cash and reimbursements upon receiving receipts with appropriate paperwork and approvals.
- Responsible for accounting departments file retention compliance.
- Ensure compliance with relevant local and federal laws.
- Prepare and enter into accounting software journal entries as necessary.
- Assist with annual budget process as assigned.
- Assist with annual GAAP and single audit as assigned.
- Abide by all regulations, GAAP, HSP policies, procedures and instructions.
- Keep abreast of current trends, practices, and developments in the accounting profession and make recommendations for improvements to the department.

Other:

- Liaison with external fundraising software vendor for interface to accounting software
- Handle sensitive and confidential information with discretion
- Ensure compliance with relevant local and federal laws.

- Protect and safeguard appropriate information, with knowledge of healthy internal control practices, appropriate transparency and quality documentation.
- Perform other duties as assigned.

Knowledge, Skills and Abilities: Solid written and verbal communication skills, ability to pay attention to detail and maintain confidentiality. Non-profit accounting experience preferred. Knowledge of multi-fund accounting and varying grant funding guidelines and regulations desirable. Strong computer and data entry skills including; Microsoft Office and accounting software. Intermediate knowledge of MIP preferred. Strong problem solving and analytic skills required. Required to have a valid motor vehicle operator’s permit with a clean driving record and proof of current auto insurance. Effective interpersonal and teamwork skills. Strong organizational skills and an understanding of HSP goals and objectives. Must be positive, cooperative and supportive.

Educational Requirements/Experience: Minimum three years of accounting experience.

Supervisory Responsibilities: none

Work Environment: This position has contact with all levels of personnel within the organization, consumers, vendors, and other agencies. Typical office setting; sedentary; light lifting (i.e. ream of paper, file box)

Position Type/Expected Hours of Work: Full Time

Travel Requirements: Minimal local travel. Occasional distance travel may be required for meetings/training.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

HSP – Position Description – Updated 9/10/2018

All positions subject to background check

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.