



TITLE: Accountant
REVISED: 10/24/ 2016
PROCESS: Operations
REPORTS TO: Executive Director

OVERVIEW:

Pathways Core Training, Inc. is currently hiring a full-time Accountant. The Accountant is responsible for all the day-to-day accounting functions and assists the Executive Director in the management of the organization's finances. The Accountant provides financial expertise to executive and training directors and is responsible for the fiscal management of the organization in accordance with GAAP, company policy, granting organizations and all federal and state laws. The position participates in financial planning relative to all Pathways business operations. This position will report directly to the Executive Director with considerable demand for independent judgment and action.

RESPONSIBILITIES:

- Ensure accurate and timely recording of all accounting transactions
- Process and post day to day financial (AP, AR, bank deposits, electronic transactions, etc.)
- Process payroll transactions through Quick Books (tax withholding, benefits, etc.)
- Prepare financial statements for staff and board (profit and loss, balance sheet, cash flow statements, restricted funds, fixed assets, etc.)
- Assist Executive Director in preparing operation and program budgets
- Generate 1099's and W-2's
- Manage annual independent audit and IRS form 990 preparation
- Ensure accounting policies and procedures are followed and updated
- Process scholarship funds
- Manage on-site payments for training weekends (1 per month)

MINIMUM COMPETENCY:

- Degree in Accounting
- Two (2) years professional experience that has led to a comprehensive knowledge of financial accounting functions with all phases and parts of the accounting cycle
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Work fluently with On-Line QuickBooks, Microsoft Office and Microsoft Excel
- High degree of accuracy and attention to detail
- Ability to analyze systems and make recommendations to improve processes
- Ability to effectively manage time, meet deadlines and work under pressure
- Ability to work independently and as a member of a team
- Ability to communicate effectively, both orally and in writing
- Work experience in a non-profit environment



PREFERRED COMPETENCY:

- CPA
- Accounting firm audit experience
- Experience with Quick Books Nonprofit On-line
- Flexible and adaptable to change
- Strong analytical skills
- Strategic thinker, creative and innovative problem solver
- Superior customer service and organizational skills, ability to meet deadlines

Compensation and benefits are commensurate with experience

To apply for this position, please submit a cover letter and resume to jobs@pathwayscoretraining.org. No phone calls please.