

Position Title:	<b>Contract Compliance Accountant</b>	Department:	<b>Accounting</b>
Reports to:	<b>Controller</b>	Classification	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	<b>02/2017</b>	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Reporting to the Controller, the Accountant is responsible for a variety of accounting functions. This position assists in ensuring that the agency has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Accountant will work closely with the Controller, programs and other staff to provide financial support to operations.

### Primary Responsibilities & Tasks - Accounting

- Manage the operation of the GL, to include physical opening\closing of accounting periods, and maintenance of the chart of accounts and reporting.
- Maintain the Fixed Asset system, and provide control over the Agency's assets.
- Serve as liaison to Payroll function, assuring that information uploaded to the General Ledger system is accurate. Reconcile related general ledger payroll accounts monthly.
- Provide Balance Sheet account reconciliations, as assigned.
- Record general journal entries, as assigned.
- Serve as financial resource to program staff and administrative departments, as assigned.
- Assist with the preparation for the annual audit.
- Prepare annual SEFA schedules.
- Prepare and file state and local tax returns.
- Assist in development and implementation of internal controls and process enhancements.
- Perform other duties as assigned.

### Primary Responsibilities & Tasks – Contract Compliance

- Review, monitor and ensure budget compliance for all contracts. Collaborate with relevant parties to modify budgets as necessary and in compliance with all internal and external guidelines.
- Assist with billing/invoicing process for each contract.
- Monitor grant contracts and ensure full compliance with contract requirements.
- Provide program staff information regarding contract compliance requirements. Keep and maintain good relationships with key contracts and support staff in the communications on specific financial, contractual and reporting issues.
- Ensure proper approval is obtained prior to submission of proposals or acceptance of contracts and that supporting documentation is complete.
- Make operational and programmatic staff aware of contract requirements and monitor compliance.
- Ensure all financial and contract issues are properly completed at the close out of a contract.
- Review and obtain contract amendments in connection with programs/grantor.
- Establish and maintain electronic and hard copy files for each project keeping submission, contract and reporting details.

### Qualifications

- BA in Accounting plus three or more years of accounting experience and progressive advancement within organizations
- Nonprofit accounting experience preferred, but not required

- Solid understanding of GAAP; particularly revenue recognition
- Requires strong experience with Microsoft Excel to include pivot tables, and familiarity with other Microsoft Office products.
- Thorough knowledge of mid-size to larger business financial software systems
- Experience working with governmental contracts preferred.

### **Other Knowledge, Skills and Abilities**

- Effective organizational and interpersonal skills including written and verbal communication skills.
- Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully.
- Resolves conflict and is able to identify potential conflict either amongst others or those being cause by oneself.
- Demonstrates a focus on quality by being accurate and thorough; looks for ways to improve processes and deliverables.
- Understands big picture and is able to visualize solutions.
- Accepts responsibility for one's own actions and follows through on commitments.
- Takes initiative and independent action; asks questions wisely and as necessary.
- Committed to the agency's mission and objectives.

### **Individual Development**

- Maintain awareness of accounting and on-point financial trends developments and policies.

### **Physical Demands & Working Conditions**

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Must be able to effectively communicate with co-workers and clients.
- Must be able to reach above head and perform repetitive movements.
- Must be able to drive or have reliable transportation for off-site meetings and events.
- May be required to lift items up to 30 lbs. consistent with a regular office environment.

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*