

Accountant

\$70,000 to \$80,000/Year

Job description:

The Accountant reports to the Director of Finance, and works closely with all departments and team members, overseeing all aspects of Arc Morris business to achieve the organization's goals. This position requires proactive interaction across the organization as well as precise, detailed, hands-on work. The Accountant leads all day-today accounting functions and produces financial information in an accurate and timely manner.

The ideal candidate for this role will have a strong background in accounting, and experience working with non-profits, governmental entities, and other institutions. The ideal candidate will be highly detail oriented, have strong organizational skills and be goal oriented. The Accountant will approach each challenge with strategy and will lead the organization towards profitability, stability and long-term success.

Responsibilities

- Provides financial advice regarding financial projections and goals, financial policies and procedures, and annual budget preparation and review.
- Assist the Director of Finance in preparation and analyzing financial statements; to include the balance sheet, income statement, and cash flow statement, and assist in reporting on variances.
- Actively participates and contributes in all required audits, and cost reporting to be completed by established deadlines.
- Reviews checks for vendors, transfers, benefits processing, governmental reporting and compliance, auditing CFA.
- Financial reporting and analysis including, budget/forecasting, and ad-hoc requests
- Advanced understanding of Net Suite Oracle and proficient in Excel key process and systems
- Assist in the accounting integration of new products into ArcMorris structure and systems.
- Maintain efficient electronic and paper filing systems for financial records.
- Provides guidelines and support to finance staff, including backup for payroll processing, and grants management.
- Protect organization's value by keeping information confidential.
- Budgeting, forecasting, modeling and analysis of cost and expenses.
- Ensure business transactions are recorded and reported in accordance with generally accepted accounting principles
- Work closely with team members to assist with the month-end close and year-end close.

- Assist with the annual audit process including the draft of the financial statements and related notes.
- Perform other duties and responsibilities as requested with an appropriate demeanor, positive and professional attitude, and team spirit.

Education/Experience

- Master's degree, or a Bachelor's degree in Accounting, and related professional experience; have knowledge of accounting practices and grants management procedures.
- Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.
- Must demonstrate a solid understanding of Generally Accepted Accounting Principles (GAAP), along with practical knowledge of accounting practices, financial reporting, and grants management procedures
- Certified Public Accountant preferred but not required
- Excellent time management skills and ability to multitask and prioritize work
- Experience in a Non-Profit Organization a plus

Please apply here or send your resume to Gene.Rossi@ArcMorris.org.

Job Type: Full-time

Work Location: In person

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