POSITION DESCRIPTION

Title:	Accountant
FLSA:	Part-time / Contract (10 hrs/wk)
Reports To:	Executive Director
Subordinate Staff:	None

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

JOB SUMMARY

Under the general direction of the Executive Director and in harmony with policies and procedures set forth, the Accountant processes and records all financial transactions and prepares reports and documentation related to RNR operations. The Accountant will work remotely and interact with the Executive Director in Richmond, Indiana as the workload dictates and with executive director agreement.

JOB DOMAIN

A. Accounting

1. Process and record all financial transactions in accordance with generally accepted accounting procedures.
2. Manage expense control procedures including bank and account reconciliation, cash receipts, disbursements, billings, invoicing, and preparation of bank deposits.
3. Process and prepare all payables for approval and payment.
4. Prepare and send all customer invoices.
5. Compile reports to demonstrate statistics such as expenditures and cash receipts, accounts payable and receivable, and other items relevant to operations.
6. Research transactions, demonstrating a keen ability to recognize and resolve discrepancies.
7. Conduct timely and accurate month-end, and annual reconciliation, closing and financial reporting activities.
8. Enter all donations and other income into QuickBooks and track all donors through QuickBooks customer and sales transactions and generate donor reports as needed.
9. Prepare all bank deposits.
10. Collaborate with external auditors, providing the necessary documentation, forms, policies and reports to facilitate successful periodic financial reviews.
11. Work with contract payroll company to create executive director biweekly payroll check. Pay contract employees as needed, and prepare year-end 1099 reports for all contract employees.
12. Complete annual financial reports to include business personal property tax return, E-1 Entity Report, Workers Compensation audit.

B. Other Duties

1. Plan, execute and complete projects of a specific nature with direction from the Executive Director.
2. Assess and align the strategic, administrative, and operational functions of the position to be congruent with the short and long-term strategies of RNR.
3. Develop professional knowledge and continued professional growth and development, especially as it pertains to the accounting function.
4. Attend staff meetings.
5. Occasional travel to other locations for meetings and/or various support activities.
6. Perform other duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. ***Knowledge of*** general bookkeeping and accounting principles and practices; the English language, grammar and usage; general non-profit policy, standards, and procedures; basic software applications and their use; and accounting software as applicable to job function.
2. ***Ability to*** define problems, collect data, establish facts, and draw valid conclusions; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form; identify future needs and develop plans to meet those needs; exercise discretion, consistency, and independent judgment in the interpretation and communication of financial information; work at a varied pace within the context of the working conditions listed below; attend to detail work over long periods of time while maintaining a high degree of accuracy; maintain a high level of efficiency while multi-tasking with frequent interruptions; work and travel independently; use equipment as required for finance function and day-to-day activities.
3. ***Highly effective skills*** in all forms of communication, written and oral, and including some legal language documents and within a variety of settings with both internal and external contacts; problem/conflict resolution; workplace organization, flexibility, prioritization and time management.

WORKING CONDITIONS

The ***physical demands and work environment*** of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure to physical risk.

<u>Essential physical abilities include</u>:

1. Sufficient clarity of ***speech and hearing*** or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
2. Sufficient ***vision or other powers of observations***, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
3. Sufficient ***manual dexterity***, with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment.
4. Sufficient ***personal mobility and physical reflexes***, with or without reasonable accommodation, which permits the employee to function in the context of the position as mentioned above; lifting,

moving, and carrying 20- 30 pounds; prolonged standing and/or sitting; and the capability to travel independently.

5. ***Environmental conditions*** include those risks normally associated within the context of an office environment, exposure to weather conditions when/if traveling on business. The noise level is usually minimal.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Associates Degree in Accounting, or equivalent combination of education and accounting or bookkeeping training.
2. Experience creating and interpreting financial statements OR Minimum of two years work experience in a bookkeeping/accounting position.
3. Experience and proficiency with Quickbooks or other accounting software, Microsoft Excel, Word, and the Internet.
4. Valid driver's license.

PROFICIENCY

1. May take as long as one year to become proficient in this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK, PROJECTS OR DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR.

_____ _____

Executive Director **Date**

_____ _____

Employee **Date**