



***FiftyForward***  
**Accountant**

**DEADLINE TO APPLY:** FRIDAY, March 9, 2018

**SALARY INFORMATION:** \$45,000-58,000 (DOE) + benefits; Non-exempt.

**WORK HOURS:** Full-time position; Monday – Friday; 8 a.m. – 5 p.m.; flexible hours may be required.

**BASIC FUNCTION:** The FiftyForward Accountant will be responsible for performing the agency's general accounting function as well as assisting the Associate Executive Director of Finance and I/T in carrying out the overall responsibilities of the Accounting department.

**CORE JOB SPECIFIC COMPETENCIES**

**Functional/Technical Skills:** has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Informing:** provides the information people need to know to do their jobs and to feel good about

being a member of the team, unit, and/or organization; provides individuals information so that they can make accurate decisions; is timely with information.

**Time Management:** uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

**Perseverance:** pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks

**Ethics and Values:** adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Self-Knowledge:** Knows personal strengths and weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+’s and –’s) performance reviews and career discussions.

**CORE RESPONSIBILITIES**

- Prepare standard and nonstandard journal entries, analyses and account reconciliations as required to accurately close the monthly and year end fiscal periods
- Prepare monthly balance sheet reconciliations
- Perform monthly bank reconciliations
- Calculate and submit monthly and year end governmental grant reimbursement requests. Perform eGrants and Federal payment management reporting for CNCS grants.

- Generate and distribute individual monthly income statements for organization's centers/departments/programs
- Assist with implementing and maintaining internal financial controls and procedures. Identify and communicate exceptions from GAAP and internal policy and procedures to Associate Executive Director of Finance and I/T.
- Participate in development and detailed review of annual operating budget and performance projections. Enter annual operating budget into accounting system.
- Prepare quarterly and year end income statements for the FiftyForward Endowment Foundation.
- Maintain the organization's fixed asset register

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Implement and manage general ledger process improvements
- Assist in the completion of the annual audit and grant audits as scheduled
- Manage annual operating contracts including electronic documentation, audit of payments to contract amounts and manage contract renewals
- Work with Development department to reconcile donations recorded in the general ledger to donations recorded in eTapestry
- Serve as back up for Associate Executive Director of Finance and I/T and Accounting Clerk
- Other accounting duties as assigned

#### **CORE WORK REQUIREMENTS**

- **Education:** Bachelor's Degree in Accounting or related field required
- **Experience:** One to two years' experience in similar position; experience with fund accounting and governmental grants preferred; interest in issues of aging
- **Special skills:** strong organizational skills; excellent written and verbal communication skills; ability to work independently upon assigned tasks as well as to accept direction on given assignments; able to work collectively with other team members
- **Physical Requirements:** This job is performed in a smoke free environment. The usual and customary methods of performing the job's function require the following physical demands: sitting for an extended period of time, walking, standing, lifting, carrying, pushing, and/or pulling; stooping, kneeling and/or crouching; climbing stairs; significant fine finger dexterity; ability to operate office equipment including telephone, computer and copier; ability to speak clearly so listeners can understand; ability to understand the speech of another person.
- **Equipment Requirements:** ability to operate a computer keyboard by touch; ability to operate a multi-function copier; knowledge of Microsoft Office 365 software including Outlook, Excel, and Word. Quickbooks experience a plus.

**HOW TO APPLY**

To be considered, please send a current resume and cover letter  
indicating the position for which you are applying to:

[careers@fiftyforward.org](mailto:careers@fiftyforward.org)

**FiftyForward is a Smoke Free Workplace**

*FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.*