



Tri-County Community *Action Partnership* Position Description

Position Title: Accounting	
Department: Agency Accounting	Status: Full-time/Non-Exempt
Pay Grade: Grade 9/Non-Union	Location: Little Falls
Position Reports to: Fiscal Director	

Mission Statement

“TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

Assist the Finance Director with reconciliations, journal entries, AP and AR that lead to scheduled month end closings. Ensure financial records are maintained in compliance with General Accepted Accounting Principles (GAAP), internal policies and procedures as well as funding rules and regulations.

Primary Duties - All TCCAP staff are required to actively recruit families for agency programs.

- Codes, enters, liquidates encumbrances, pays and files accounts payable invoices.
- Charges expenses to accounts and cost centers by analyzing invoices before recording entries.
- Ensures vendors have been set up and verified through SAMS (System for Awards Management). Ensure vendors have their tax-exempt documentation and the agency is not charged sales tax.
- Stay current regarding payroll processes and changes in procedures and back-up for payroll.
- Collect documentation and prepare journal entry for agency credit card usage.
- Assist with running various reports to keep managers apprised of the agency’s financial status if needed.
- Review bi-weekly payroll reports from off-site payroll provider and make necessary entries in accounting software.
- Prepare annual 1099 forms.
- Prepare 403(b) contribution reports and make entries into accounting software.
- Provide continuous support of budget and forecast activities, prepare purchase requisitions for reoccurring expenses such as rents and utilities process. assist with balance sheet reconciliations and analysis, assist with the month/year-end close.
- Issue Encumbrance forms as requested.
- Process approved purchase requisitions checking for coding accuracy regarding program and department and ensuring proper approval levels.
- Assist with the preparation of the annual agency budget. Assist in revision of Finance Procedure manual as necessary.
- Stay current on rules and regulations regarding proper use of State and Federal Grant funds. Assist staff when necessary, regarding proper coding of expenses and federal and state policies regarding purchases.
- Familiarity with automated accounts payable systems (e.g., Microix or similar invoice processing/workflow tools) preferred.
- Generate, audit and file payable reports along with supporting documentation. Reconcile and analyze all related general ledger accounts on a monthly basis reviewing for accuracy of coding by program and department.

- Reconcile bank accounts each month and follow through with outstanding checks more than 3 months old.
- Prepare checks for signature and file with supporting documentation.
- Provide assistance to audits, including preparation of audit schedules.
- Assist with projects as requested.
- Participate in departmental meetings and training as requested.
- Performs other related duties as required. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

- Accounting degree required; bachelor’s desired.
- 3-5 years accounting experience Non-profit experience preferred.
- MIP software experience preferred.
- Knowledge of accounting principles and practices.
- Knowledge of finance principles and financial reporting.
- Technical accounting skills.
- Moderate to advanced Excel skills required.

Physical Requirements

- Sedentary work. Ability to lift to 10 pounds occasionally.
- Ability to type and perform other desk-related work.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature Date