



BOYS & GIRLS CLUB
OF BENTON COUNTY

TITLE: Accountant

DEPARTMENT: Administration

REPORTS TO: CEO

STATUS: Part-time, 20 hours per week (\$18-\$25 hourly)

Application Closing March 31st

PRIMARY FUNCTION:

The Accountant is responsible for performing various financial functions, including: processing and recording all assigned financial transactions (payable/receivables) in the general ledger; preparing monthly compilation of financial reports to monitor adherence to budget targets; preparing financial statements for Finance Committee and government/regulatory agencies as needed for compliance issues and in accordance with BGCA membership requirements; and preparing tax filings, and coordinating annual audit activities with external auditors.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Compile regular financial reports (budget variance reports, general ledger updates, etc.) to support management-level decision-making regarding the Club's fiscal health.

Strategic Planning

2. Monitor day-to-day accounting processes to identify opportunities for quality improvement.
3. Work closely with outside auditors in implementing any recommended controls or procedures intended to improve Club financial recordkeeping.

Resource Management

4. Ensure the maintenance of accurate and timely financial records by entering, processing and reconciling transactions in accordance with established procedures and formats.
5. Implement day-to-day accounting activities, processing all financial transactions and reports through administrative systems, consistent with Club policies and procedures.

Partnership Development

March 2018

Accountant

6. Develop collaborative partnerships with Club staff, consultants, auditors, vendors and service providers to establish and maintain professional links.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Chief Executive Office, Chief Operations Officer and Development Director to ensure financial process are communicated receive/provide information, discuss issues, explain guidelines/instructions, instruct and advise/counsel.

External: Maintain contact with vendors, consultants, auditors and service providers to maintain effective accounting operations, manage costs, share information and resolve problems. Maintain grant reporting financials for BGCA required funds and also additionally secured funds as needed. Help maintain public trust in organization.

SKILLS/KNOWLEDGE REQUIRED:

- Associate degree or equivalent
- Three to five years of general accounting experience. QuickBooks, and Paycom proficiency a plus.
- Strong analytical skills, with attention to detail
- Strong customer relations skills

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- *Physical demands:* The position requires verbal and written conversation with others, sitting, standing, walking, bending, climbing, reaching, strenuous lifting/moving objects up to 25 pounds and use of hands to manipulate, handle or feel objects, tools or controls.
- *Work environment:* Work will be performed in a youth development environment, gymnasium, office spaces, game rooms, outdoors, and in communities served. The noise level in the work environment can be loud.

Please submit Resume and Cover Letter: Attention Julie Gunter, jgunter@bgcbentoncounty.org