

## **JOB DESCRIPTION**

**POSITION TITLE:** Accountant - Payroll

**REPORTS TO:** Chief Financial Officer

**STATUS:** Exempt

### **QUALIFICATIONS:**

- Associates degree required, Bachelor's degree preferred. Areas of study in Accounting, Finance or Business preferred.
- Two years of experience in payroll processing required.
- Effective written and verbal communication skills and analytical skills.
- Material experience in accounts payable and payroll processing with full understanding of Generally Accepted Accounting Principles.
- Exceptional customer service skills
- Ability to perform multiple tasks simultaneously, work effectively in a team environment and meet deadline
- Good at working independently and thinking critically
- Proficient computer skills, including the use of Excel & accounting software
- Superior organizational and time management skills. Flexible and trainable in all accounting disciplines.

**SUMMARY:** Works under the direction of the Chief Financial Officer. Responsible for a variety of daily accounting practices, including, but not limited to payroll processing, account reconciliation, and researching historical data, general ledger entries and financial reporting.

### **DUTIES AND RESPONSIBILITIES: TECHNICAL KNOWLEDGE**

1. Perform payroll functions for the Agency.
2. Perform general accounts analysis and reconciliations, including but not limited to credit cards,

general accounts associated with all Agency locations, petty cash etc.

3. Record all general ledger journal entries approved by Chief Financial Officer, keeping records current.
4. Record accrued expenses; requesting disbursements, and assigning account numbers as directed by Chief Financial Officer. Ensure invoices are approved and coded correctly for expenses.
5. Under the direction of the Chief Financial Officer, may manage the processing of cash receipts, recording of revenue and receivables.
6. Assist in the preparation of financial reports such as financial statements, budget performance, and interim financial reporting.
7. Prepare monthly tax filings, W2s, 1099s, and journal entries.
8. Accurately research historical financial data, prepare reports as necessary. Answers financial and accounting questions by researching and interpreting data.
9. Provide orientation and training on cottage budget, credit card, and purchasing processes.
10. Assist in inventory.
11. Assist in preparing monthly and year-end financial reports.
12. Assist in audit preparations.
13. Process 401K/Profit Sharing for staff, along with other payroll deductions for benefits.
14. Provide assistance and administrative support to the Chief Financial Officer, including but not limited to, functions related to other accounting disciplines and special projects.
15. Perform month-end closing procedures in Evident and as determined by the Chief Financial Officer.
16. May supervise Receptionists.
17. Other duties as assigned by Chief Financial Officer.

**DECISION-MAKING SKILLS:** Use sound judgment in developing and implementing decisions; make sound decisions in crisis situations.

**COMMUNICATION SKILLS/INTERPERSONAL SKILLS:**

1. Work closely with all program areas to ensure efficient implementation of accounting practices.
2. Demonstrate effective written and verbal communication skills.
3. Display enthusiasm and confidence in taking on tasks and challenges.
4. Effectively works with Finance team, cooperating with others to develop and obtain common goals.

**OTHER DUTIES:**

1. Adhere to the Agency's commitment to the Sanctuary Model of Care, S.E.L.F Model, Self Care, Seven Commitments and their respective tools to create a supportive, nurturing environment conducive to clients' spiritual, social, educational and emotional development
2. Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management
3. Be responsive and sensitive to the cultural and ethnic differences among staff, students, cottage groups, and families served
4. Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds
5. Demonstrate the ability to take supervisory direction as well as work independently using sound judgment
6. Assume responsibility for professional development through appropriate use of supervision (clinical/individual or group) and attendance at classes, workshops, etc. to improve professional skills

7. Ensure the provision of quality services through participation in Crossnore School & Children's Home's Performance Quality Improvement (PQI) process
8. Present a positive and helpful professional image of Crossnore School & Children's Home in personal appearance and attitude
9. Ensure compliance with all applicable standards of practice

**PHYSICAL DEMANDS - Light**

Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. May be required to ascend/descend stairs. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear.

**DAYS/HOURS OF POSITION:** 8:30AM-5:00PM, Monday - Friday

\_\_\_\_\_ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

\_\_\_\_\_ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

\_\_\_\_\_ *I certify that I am able to perform the essential functions of this position as outlined in this job description*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSCH Representative Signature

\_\_\_\_\_  
Date