

## Job Description

### Accountant - (Non Exempt)

**Reports to:** Executive Vice President/Chief Financial Officer

The Accountant processes payroll, executes certain Accounts Receivable functions and generally supports the accounting function, through executing various accounting and bookkeeping tasks as needed.

#### Duties and Responsibilities

##### Payroll

- Coordinate and accurately maintain payroll, accruals, and deductions in payroll software within required timeframe;
- Record bi-weekly payroll and process according to schedule;
- Maintain reporting function in payroll software and produce reports as scheduled/needed;
- Identify and verify transaction information for payables and receivables;
- Serve as agency liaison with PEO for transactional Payroll matters;
- Review and complete bank and account reconciliations;
- Prepare and issue annual 1099's and other items;

##### Accounts Receivable

- Prepare and code bank deposits;
- Process other revenue transactions as requested, which may include credit card, cash, check, and electronic transfers;
- Work with other staff to prepare Medicaid billing, review EOB's for payment accuracy, denials and appeals.

##### General

- Post transactions in the General Ledger and post journal entries
- Verify accounts by reconciling statements and transactions for monthly close.
- Perform record-keeping and clerical functions for the purpose of ensuring compliance with financial, legal, or regulatory requirements.;
- Maintain orderly files and records, assuring security and confidentiality as well as ease of access for authorized persons;
- Perform other duties as assigned, within Finance or in collaboration with other departments and programs.

##### Qualifications

Bachelor's degree in accounting

Strong non-profit experience

Knowledge of non-profit accounting software (preferably Fund E-Z)

Demonstrated attention to detail in a work setting

Strong learning orientation: eagerness to learn and grow professionally.

Ability to adhere to standards, follow directions, and to perform work accurately, professionally within a fast-paced environment, while maintaining appropriate level of confidentiality

**Salary Range:** Mid \$40 - Commensurate w/experience

##### To apply:

Email resume and cover letter to:

Attention: Wendy Jenerette, Sr. Director of Program Human Resources

[Jenerette@exponents.org](mailto:Jenerette@exponents.org)