



BOYS & GIRLS CLUB
OF COLLIER COUNTY

POSITION DESCRIPTION

TITLE: Accountant

PERFORMANCE PROFILE SOURCE: Management Professional

REPORTS TO: Chief Executive Officer

Exempt Non-Exempt

PRIMARY FUNCTION:

The Accountant is responsible for performing various financial functions including but not limited to: accounts payable/receivables in the general ledger, grant accounting, coordinating various annual audit activities, and the reconciliation of benefits. The accountant is also responsible for maintaining files and documentation thoroughly and accurately, in accordance with company policy and generally accepted accounting practices.

KEY ROLES (Essential Job Responsibilities):

Accounts Payable

- Handles vendor correspondence via phone or email.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Maintains W-9 files.
- Processing accounts payable invoices.

Accounts Receivable

- Researches cash receipts, coding and posting of receipts.
- Prepares daily bank deposit.
- Provide accurate accounting for membership and donation accounts receivable.
- Take deposits to bank.
- Coordinate and reconcile with Resource Development on donations, events and pledges maintained in Donor Perfect system.

Grant Accounting

- Prepare all necessary documentation for all assigned grants by coordinating billing information with other departments.
- Assure that all grant billings are in compliance with grant requirements.
- Preparation of monthly and quarterly grant invoices.
- Prepare monthly and quarterly grant financial reports.

Payroll

- Coordinate activities for the annual audit.
- Prepare documentation for the annual workers comp audit.
- Record 401k bi-weekly contributions.
- Payroll support (Garnishments, Insurance and other benefits)

General

- Daily sort and distribute incoming mail.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- Maintain certificates of insurance.
- Assist with other projects as needed.
- Maintain and reconcile petty cash.
- Coordinate with membership for enrollment, receivables and yearend tax receipts

Requirements

- Experience in a paperless environment.
- Maintain accurate and comprehensive records of each day's transactions.
- Experience with computer software including: QuickBooks, Word, Excel (Bill.com and Donor Perfect a plus).
- Maintains close, daily contact with external accountants.
- Responsible for maintaining confidentiality and professionalism in dealing with all aspects of job including job information, salary & compensation information, donor information, board, volunteer and staff information and any other aspect of the Accountant Payable position.
- Coordinating annual audit activities with external auditors.
- Monitor day-to-day accounting processes to identify opportunities for quality improvement.
- Work closely with outside auditors in implementing any recommended controls or procedures intended to improve Club financial recordkeeping.
- Implement day-to-day accounting activities, processing all financial transactions and reports through administrative systems, consistent with Club policies and procedures.
- Develop collaborative partnerships with Club staff, consultants, auditors, vendors and service providers to establish and maintain professional links.
- Strong analytical skills, with attention to detail.
- Strong customer relations skills.

Relationships

Internal: Maintains close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with vendors, consultants, auditors and service providers to maintain effective accounting operations, manage costs, share information and resolve problems.

EDUCATION REQUIREMENTS

- High School diploma required
- Associates Degree a plus
- 3-5 years of accounting experience required

Additional Information

- Salary range is firm at \$40,000 - 45,000 with an excellent benefits package that includes health, dental, vision, 401K
- To apply please email resume to hr@bgccc.com

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP