



BOYS & GIRLS CLUB
OF COLLIER COUNTY

POSITION POSTING

TITLE: Accountant

PERFORMANCE PROFILE SOURCE: Management Professional

REPORTS TO: Chief Executive Officer

Exempt Non-Exempt

The Boys & Girls Club of Collier County offers a safe place for young people to learn, grow and develop ongoing relationships with caring, adult professionals who support the educational, emotional, physical and social development of our youth and provide them with the resources needed to become successful adults.

We are searching for a high energy, motivated individual with the people skills to work with all members of our team. If you have a background in accounting and are looking to work in a mission focused, innovative environment then please read on!

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 and financial reporting, coordinating various annual audit activities, payroll support, reconciliation of benefits, and general clerical duties. The accountant is also responsible for maintaining files and documentation thoroughly and accurately, in accordance with company policy and generally accepted accounting practices.

Summary of Responsibilities:

- 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 positive, 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.

Minimum Qualifications:

- High School diploma required
- Associates Degree or higher a strongly preferred
- 3-5 years of accounting experience required

Additional Information:

- Salary range is firm at \$45,000-50,000 with an excellent benefits package that includes health, dental, vision, 401K
- For a complete job description please visit <http://bgccc.com/career/career-opportunities>
- 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.

To Apply:

Qualified interested candidates will send cover letter and resume to the Human Resources Director at hr@bgccc.com. Position will remain open until filled.

EOE/DFWP/SFWP