Kids' Corps, Inc.

Position Description

Accountant

Summary: Kids' Corps, Inc. is a 501 (c) (3) nonprofit providing Head Start and child development services to eligible families in Anchorage. The current agency budget is in excess of $6 million with anticipated continued growth.

Under the supervision of the Executive Director, the Accountant supports KCI's mission of success for children and families by providing a wide range of professional accounting duties. Activities include budget preparation, maintenance of the general ledger, completion of regular grant reports and corporate financial statements and supervision of the agency Bookkeeper.

In accordance with Head Start Performance Standards, Office of Management and Budget (OMB) Guidance, State of Alaska Department of Education, and other applicable regulations and their subsequent amendments, this position is responsible for the following:

ESSENTIAL FUNCTIONS

1. Financial Management:

- Coordinates and manages all fiscal operations and related duties including agency budget and grants development.
- Supervises and monitors all financial transactions such as journal entries, invoices, payables, and payroll through strong monthly account closure processes.
- Monitors leases, contracts and insurances and ensures timely renewal in accordance with agency financial policies and procedures.
- Analyzes revenue receipts and expenditures to ensure regulatory compliance and prudent spending within budget limitations.
- Monitors all financial transactions to ensure accurate coding, alignment with budget guidelines and compliance with grant regulations.
- Serves as backup to Accounting/Payroll Specialist (hold an understanding of the job duties).

2. Recordkeeping:

- Maintains and oversees all activities related to federal, state, and local fiscal reporting requirements. Responsible for development and preparation of profit/loss, performance against budget, balance sheets, cash flow reports etc. for governing bodies, the Internal Revenue Services, administration, and other funding sources.
- Monitors, tracks and reconciles cash flow of bank and grant funds.
- Designs and prepares financial records for the annual independent audit and maintains relationships with external auditors to ensure timely completion of annual financial statement audits.

3. Supervision:

- Supervises and evaluates Bookkeeper.
- Trains and mentors management team members in the developing, monitoring, planning, and understanding of their component budgets.

4. Regulatory Compliance:

- Monitors compliance with internal policies and procedures as well as requirements of Head Start Performance Standards and local, state and federal laws and regulations.
- Maintains fiscal policies and procedures and revises as needed in collaboration with the Executive Director.

- Stays current on all accounting and related fiscal regulations and policies governing federal, state, and local contracts and grants to ensure agency compliance.

5. Meetings/ Trainings:

- Meets regularly with management team to stay abreast of activities and to offer direction related to fiscal operations of the agency.

- Coordinates and participates in Finance Committee meetings and participates in meetings and activities as requested to promote progress and the needs of the agency.

- Oversees staff responsible for corporation inventory and procurement of supplies and equipment in accordance with grant approvals, OMB guidance, Performance Standards, and other applicable regulations.

MARGINAL FUNCTIONS
Perform other assignments as requested by Executive Director
Participate in planning process as directed
Participate in self-assessment process as directed

Position Information

Reports to: Executive Director

Supervises: Bookkeeper
Requirements: Bachelor's Degree in Accounting, Business, Finance, or a related field with two years of experience

Starting Salary:

4-Year Degree
$75,000

Introductory Period: 180 Days

Other Requirements:

Advanced skill in MS-Excel, MS-Word, QuickBooks, Internet Applications
Strong attention to details with great analytical skills
Able to perform multiple tasks
Able to maintain confidentiality of program and staff information
Effective written and verbal communication abilities

Physical Abilities:
See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.

- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at http://kcialaska.org

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____

Definitions of Frequency

N=Never R=Rarely (less than 2 hours per day or less than 25% of the time) O-Occasionally (up to 3 hours per day or 26% - 38% of the time)
F=Frequently (3 to 6 hours per day or 39% to 75% of the time) C=Continually (6 to 8 hours per day or 76% to 100% of the time)

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Position Description

TASK	Facilities Transportation Specialist		Family Services Coordinator		Family Engagement Specialist		Admin Specialist / Assistant + Bookkeeper + Accountant		Management + Executive Director	
	Essential Function Y/N?	Frequency Required	Essential Function Y/N?	Frequency Required	Essential Function Y/N?	Frequency Required	Essential Function Y/N?	Frequency Required	Essential Function Y/N?	Frequency Required
Sitting	N	R	Y	F	Y	F	Y	C	N	F
Stationary Standing	N	O	Y	F	Y	F	N	R	N	R
Walking	Y	C	Y	O	Y	O	Y	R	Y	O
Running	N	R	N	R	N	R	N	R	N	N
Kneeling/Crawling	N	R	N	R	N	R	N	R	N	R
Stooping (bend at waist)	Y	O	N	O	N	O	N	R	N	R
Lifting 0-10 Pounds	Y	C	Y	F	Y	F	Y	O	Y	R
Lifting 10-30 pounds	Y	C	N	O	N	O	Y	R	N	R
Lifting 30 – 50 pounds	Y	C	N	R	N	R	N	R	N	R
Lifting 50+ Pounds	Y	R	N	R	N	R	N	R	N	R
Keyboarding	N	R	Y	C	Y	C	Y	C	Y	O
Talking on telephone	Y	R	Y	C	Y	C	Y	C	Y	O
Listening on telephone	Y	R	Y	C	Y	C	Y	C	Y	O
Observing visually	Y	C	Y	C	Y	C	N	C	Y	C
Remaining alert and attentive	Y	C	Y	C	Y	C	Y	C	Y	C
Riding on buses for 1-2 hours	N	R	N	R	N	R	N	N	N	R
Exposure to Cleaning Chemicals	Y	R	N	R	N	R	N	N	N	R
Driving Agency Vehicle	Y	O	N	N	N	N	N	N	N	R
Driving Own Vehicle	Y	R	N	O	Y	O	N	O	Y	R