

JOB DESCRIPTION

TITLE	Accountant III
GRANT	All Funding Sources
GRANT PERIOD	Jan 1 to Dec 31
FLSA	Exempt-Administrative
REPORTS TO	Operations Manager

BROAD PURPOSE

Under direction, perform complex professional accounting duties; May supervise and guide lower-level accountants. Responsible for supporting the internal day-to-day financial operations of the organization. Maintains financial records and ensures that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Prepares complex balance sheets, profit and loss statements and other financial reports. Analyses current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.

DISTINGUISHING CHARACTERISTICS

The outcomes expected of this role include:

Accountant III is the advanced journey-level and lead classification in the accounting series. Incumbents at the III level personally perform complex accounting duties, and provide direction to and review work of accountants, technical and clerical staff. Receives direct supervision from Operations Manager.

PRIMARY OBJECTIVES

- Advanced principles and practices and theories of accounting.
- Principles of supervision and training.
- Computerized accounting systems and the ability to develop moderate to advanced computerized spreadsheets.
- Report the fiscal profit/loss incurred on monthly, quarterly or yearly basis.
- Assists as a backup to all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with the Legal Services Corporation's fiscal regulatory and accounting requirements and other applicable laws, and to maintain appropriate program cash flow.
- Performs accounting activities, including the verification, recording, audit analysis and reporting of financial transactions.
- Performs accounting activities relative to costs, billings, payment of vendor accounts and reconciliation of vendor invoices, budgets, payroll and funding.
- Prepares or supervises the preparation of periodic financial reports and forecasts for DNA and its programs, and distributes these to staff (including field offices) and the Board.
- Assists outside auditors in their review of financial conditions and transactions.
- Trains and supervises the Accountant I and Accountant II with responsibilities concerning the Attorney Trust General, Petty Cash, and Payroll Accounts.
- Supervises training of the field office managers and secretaries, Managing Attorneys, and paralegals in the maintenance of the Attorney Trust and Petty Cash Accounts.
- Consults with the Executive Director, Operations Manager, Project Directors, Program Managers, PAI Coordinator and other staff regarding budgetary matters.
- Maintains DNA's financial data and grant reports on computer.
- Identifies and becomes proficient in the use of financial software and computer systems, using technology to efficiently perform the duties outlined above.
- Responsible for methods and processes for the collection of accounts receivables.

- Develop and implement fiscal policies and procedures in accordance with generally accepted accounting principles.
- Apply difficult accounting/financial monitoring and auditing principles and procedures.
- Establish and maintain cooperative working relationships with others, including attorneys, supervisors, co-workers, other agencies and the public.
- Follow oral and written directions and use good judgment in recognizing the scope and limit of delegated authority.
- Maintain strict confidentiality of files and information as may be obtained or encountered in the performance of one's duties.
- Performs accounting activities, including the verification, recording, audit, analysis and reporting of financial transactions.
- Performs accounting activities relative to receipts, costs, billings, payment of vendor accounts and reconciliation of vendor invoices, budgets, payroll, and funding.
- Prepares or supervises the preparation of periodic financial and management reports and forecasts for DNA and its programs, and distributes these to Executive Director, Operations Manager, and other.
- Assist with the tracking of fixed assets and property records. Assists outside auditors in their review of financial conditions and transactions.
- Train, supervise, and provide technical assistant to the Accountant I, Accountant II, and Grant Accountant.
- Supervises training field office secretaries and managers, Managing Attorneys, and paralegals in the maintenance of Petty Cash Accounts.
- Consults with the Executive Director, Operations Manager, and other Executive Staff regarding budgetary matters.
- Maintains DNA's financial data and grant reports on computer. Identifies and becomes proficient in the use of financial software and computer systems, using technology to efficiently perform the duties outlined above.
- Performs other duties assigned.

KNOWLEDGE OF

The working relationships that this position needs to maintain and manage are:

- Advanced principles and practices and theories of accounting.
- Principles of supervision and training.
- Computerized accounting systems and the ability to develop moderate to advanced computerized spreadsheets.

QUALIFICATIONS

BS degree in Accounting, Finance or related field, and six years of prior work experience in Accounting. A CPA or MBA is a plus. Federal grant and regulation experiences or relevant, preferably in the non-profit community, with experience in budgeting, forecasting and financial reporting is preferred. Prior lead or supervisory experience is desired. Knowledge of Abila MIP accounting software is a plus. Proficient in Microsoft Office including MS Excel – VLOOKUP's and pivot tables a plus. Strong work ethic and motivation.

ACKNOWLEDGEMENT

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name

Signature

Date