Position Description
Accountant

General Responsibility includes:
To be responsible for the day-to-day management of financial records, ensuring compliance with accounting standards, and assisting in the financial decision-making process to achieve our mission-driven objectives working directly with Charities’ leadership.

Responsibilities of the Accountant include:
- Maintain accurate financial records using accounting software, QuickBooks online (QBOL).
- Reconcile monthly bank statements.
- Process accounts payable and accounts receivable in a timely manner.
- Prepare monthly, quarterly, and annual financial statements, including budget to actual reports, for internal review and grant reporting.
- Ensure timely and accurate reporting and filing of tax returns in compliance with nonprofit regulations.
- Monitor and analyze financial performance, making recommendations for cost-saving and funding allocation.
- Develop and implement effective internal controls to safeguard organization assets.
- Assist in budget preparation, specifically catering to the needs and objectives of a non-profit.
- Liaise with external auditors, tax agents, donors, and regulatory authorities as required.
- Stay updated with industry trends, tax laws, and accounting standards, especially those specific to non-profit organizations.
- Handle any other accounting/bookkeeping tasks as required.
- Complete and file all State and Federal information reports within required deadlines.

Qualifications:
- Bachelor’s degree in Accounting, Finance, or a related field.
- Proven experience as an accountant or bookkeeper, preferably within a non-profit setting.
- Solid understanding of accounting principles, non-profit tax laws, and financial reporting.
- Proficiency with accounting software - QuickBooks Online.
- Familiarity with various fundraising applications, i.e., Snowball, Network for Good, etc.
- Strong attention to detail with a high degree of accuracy.
- Excellent time management skills and ability to prioritize work.
- Adaptability to both remote and on-site work environments.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both written and verbal.

Contractual Amount: $18,000.00

Oversight provided by:
Deputy Executive Director – send resume’ to mmckinney@icpgc.org by 5pm on 12/15/2023.