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## Accountant I

### Summary of Position:

The Accountant I position is responsible for providing administrative support to the day-to-day operations at CAN in the areas of general ledger and subsidiary journals. This position is a full-time position and reports to the President & CEO.

### Essential Job Functions:

- Responsible for the processing of incoming donations.
- Booking pledges, daily deposit and scanning to banks.
- Reconciles expenses account monthly.
- Reconcile accounts payable and accounts receivable on a monthly basis.
- Process cash disbursements on a weekly basis
- Manage the purchase order process
- Process general ledger transactions and post entries
- Reconcile all credit card purchases to monthly statements
- Perform cash account reconciliations for all relevant bank accounts
- Run reports as needed in Blackbaud (donor database)
- Responsible for processing and preparing monthly pledge reminders.
- Gathers data in preparation for external auditor review.
- Compiles vendor invoices at year-end for accrual into the correct year.
- Set up ACH payments for vendors.
- Run necessary financial reports for donor relations department to submit within grant requests.
- Create year end donation letters to be distributed to BOD and donors.
- Process 1099's.
- Assists in researching discrepancies with vendor companies.
- Onboarding and maintaining vendor files.
- Assist with daily administrative tasks including donor acknowledgment letters, mass mailings and other administrative tasks
- Assist in the annual financial audit

- Assist in the annual budgeting process
- Prepare monthly reports and materials for the monthly Finance Committee to be reviewed by the contract CFO and CEO prior to the meeting
- Performs other projects or duties as reasonably requested by the Interim CFO and/or President & CEO

**Skills and Abilities:**

- Be flexible and to multi-task with strong ability to meet deadlines.
- Be highly organized and detail oriented.
- Manage multiple projects at the same time.
- Complete work in a timely manner and possess strong ability to communicate verbally and in writing.
- Possess strong interpersonal skills.
- Ability to work with other staff effectively and proactively.
- Strong communications skills written and verbal by conducting positive interactions with colleagues, visitors, donors, and other business contacts.

**Knowledge, and education requirements:**

- Associates Degree and/or 2 years of experience in accounts payable, general ledger maintenance, bank reconciliation and/or clerical office management.
- Thorough knowledge of Microsoft Office, QuickBooks, and the ability to learn new software.
- Knowledge of office functions, equipment, and software.
- Must be able to pass a nationwide background check.

**Working Conditions:**

The majority of work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities or requirements.

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Employee Signature

\_\_\_\_\_  
Date

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CAN Representative

\_\_\_\_\_  
Date