



Job Title: Junior Accountant
Reports To: Chief Financial Officer
Classification: Non-exempt
Supervisory Responsibilities: None
Date: 2/15/2021

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

Summary/Objective:

Responsible for general accounting functions including preparing and entering data for purchase requisitions, accounts payable, cash disbursements, credit card reconciliation, employee expense report reconciliation, and bank reconciliations. Assisting with general financial files administration, monthly closings, and supporting the Chief Financial Officer in carrying out the responsibilities of the accounting department.

Essential Duties and Responsibilities:

- Prepare purchase requisitions and purchase orders.
- Prepare and process accounts payable.
- Reconcile credit card statements.
- Review, process, and reconcile employee expenses for reimbursement.
- Reconcile bank statements.
- Update and reconcile monthly audit schedules.
- Assist with year-end closings.
- Assist with accounts receivable.
- Assist in preparing budgets and forecasts.
- Assist with payroll administration.
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures.

Qualifications:

Education:

- High school/ post-secondary training and experience required to meet the requirements of the position.

Experience:

- Minimum of one-year previous experience in general accounting and bookkeeping.
- Perform the physical requirements necessary to meet job requirements.
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Grace Place.

Knowledge, Skills, and Abilities:

- Proficiency in QuickBooks, Microsoft Word, and Excel and use of data management systems.
- Possess technical accounting skills including pivot tables and charts.
- Knowledge of accounting principles, practices, and financial reporting.
- Knowledge of local, state, and federal laws regarding grant accounting and finances.

- Must have display attention to detail and accuracy.
- Must be deadline-driven, organized, and demonstrate initiative.
- Possess scheduling, monitoring, and planning skills.
- Demonstrate adaptability and teamwork.
- Will have access to and use of confidential and must have a good sense of diplomacy.
- Highly organized, detail-oriented, and the ability to work independently, competently, and efficiently in a multi-task environment.
- The ability to deal effectively with people from different backgrounds, experience levels, and in all types of situations. Must have the capability to evaluate problems accurately and display good judgment.
- Ability to operate standard office equipment including but not limited to computers, copiers, calculators, and facsimile machines.
- Perform the physical requirements necessary to meet job requirements.

Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement, and Organizational Core Values.

Work Environment: Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

Position Type and Expected Working Hours: Full-time or Part-time (part-time is defined as someone who is working 40 hours or less a week) Anticipated working hours of approximately 9 am – 5 pm Monday through Friday, including some evenings and weekends as needed.

Physical Demands: Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed.

Additional Eligibility Qualifications: Background check, fingerprinting required.

Organizational Competencies:

The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment: Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. The extent to which a significant volume of quality work is performed efficiently in a specified period of time; the employee is a peak performer with a high energy level.

Initiative and Problem Solving: Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation: Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision Making: Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of the organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability: Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions, and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations: Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written): Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills: Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and upgrading areas of expertise and development of new skills as needed.

Planning and Organizing: Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image: Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by Grace Place where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation, or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing, or any other activity related to the administration of

any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor at Grace Place to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.