



Job Description

Position: Accounting Administrator (part-time)

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Accounting Administrator shall act as the accounting representative for Old Mill Center and performs the role of bookkeeper and accounting assistant.

Qualifications: Associates degree in accounting and 5 years' experience in bookkeeping or equivalent combination of both. Must have a good understanding of and ability to utilize QuickBooks accounting software. Have experience with payroll, A/P and A/R processes. Be organized, detailed oriented, and have the ability to plan and organize work to meet deadlines. Have the ability to prepare clear, concise and accurate accounting reports. Must have the ability to work well independently and as part of a team of administrative staff and with other program staff.

Responsible to whom: The Accounting Administrator reports to the Executive Director and works closely with the other members of the Administrative Support Team.

Responsibilities:

1. Work closely with the Payroll Administrator and Human Resources Specialist to ensure payments are made on time and payroll deductions are reconciled monthly.
2. Process all vendor and customer transactions, bank deposits, payments and expense reimbursements.
3. Acquire an understanding of the agency budget in order to charge expenses and revenue to the appropriate accounts.
4. Prepare monthly client, contractor and vendor billings for all fees for service programs (not including medical billing) and maintain contact with clients and representatives of outside agencies for the purpose of gathering information to process reports and invoices.
5. Assist with the billing and electronic claims for all program contracts and grants on required frequency. Review, understand and adapt to contract and grant modifications as they occur.
6. Assist in preparation of monthly and annual financial statements and closing statements

for the board of director reporting and liaison with outside accounting firm on annual audit and review.

7. Assist with the preparation of annual, monthly and quarterly financial reports to city, county, state or other granting agencies regarding revenue and expenditures as required.
8. Maintain and monitor complete list of all receivables on a monthly basis and follow up as needed.
9. Prepare and post end of month and end of year financial transactions and reconciliations.
10. Perform quarterly balance sheet reconciliations.
11. Work with medical billing staff and development staff to reconcile QuickBooks records with the practice management billing records and donation records with donor management systems on a monthly basis.
12. Assist with internal and external audits as needed.
13. Track and report on scholarship funds and other restricted funds.
14. Assist with the calculation and processing of accruals and depreciation. Maintain fixed asset ledger and supporting information.
15. Assist the Executive Director and program managers with the preparation of the annual budget.
16. Cross train with other administrative staff to gain an understanding of administrative processes and procedures and provide occasional back up for front office staff.

Necessary Abilities:

- The capacity to be self-initiating and self-monitoring.
- Excellent communication skills.
- An ability and desire to work cooperatively with co-workers and business partners for the benefit of Old Mill Center.
- Possess necessary knowledge and skills in bookkeeping, accounting, payroll and ability to make good use of accounting and reporting tools and software.
- Be extremely accurate with an attention to detail.

Professional Standards:

- Follows established standards, policies and procedures of Old Mill Center.
- Maintains a positive job attitude including positive team behavior (e.g. willing to pitch in, problem-solving attitude, positive communication style, etc.).
- Reports at regular working hours, is punctual and possess a strong work ethic.
- Demonstrates good verbal and written communication skills while on the job and while representing the interests of Old Mill Center.
- Professional standards and grooming as appropriate for the job.
- Ability to pass pre-employment background check.