

**NATIONAL ASIAN PACIFIC CENTER ON AGING (NAPCA)
POSITION DESCRIPTION**

Job Title: Staff Accountant
Reports: Assistant Controller
FLSA Status: Exempt
Department: Fiscal
Date: September 2020

Summary:

We're launching a new vision at NAPCA. In the next 5 years our organization will be moving head on to address economic insecurity and poverty affecting vulnerable older adults (especially individuals who may have language barriers and lack of access to opportunities) throughout the country. We are excited for this new chapter of our 40-year history. To this end, NAPCA is searching to build out its fiscal department.

Primary Responsibilities:

Reporting to the Assistant Controller, the Staff Accountant will prepare month end and cash entries, perform monthly reconciliations, and prepare grant expenditure reports. Also performs upkeep of budgeting tools, assists in annual audit, and processes subrecipient payment requests.

Key Functions/Responsibilities:

- Prepares monthly month end and cash entries for review and approval
- Reconciles all cash accounts monthly
- Prepares multiple other monthly account reconciliations to ensure accurate reporting and ledger maintenance
- Prepares monthly and quarterly required grant reports
- Updates budgeting & forecasting tools with payroll and financial statement information
- Processes subrecipient payment requests, ensuring adequate and accurate documentation.
- Maintains working relationship with appropriate subrecipient representatives.
- Assists in preparing audit materials
- Perform research into grant requirements
- Assists in compiling year-end reports, work papers and analysis
- Cross-trains with other positions and provides support and/or backup as needed
- Creates and maintains up-to-date process documentation
- Maintains current knowledge of related audit, federal regulations, and state laws.
- Takes initiative in identifying potential tasks that need completion as well processes that could be improved.
- Performs multiple other duties as assigned.

Knowledge, Skills, Abilities

- Strong accounting knowledge
- Detail oriented and perceptive
- Ability to prioritize and be self-directed to meet strict deadlines.
- Skill with Microsoft Office Excel as well as Outlook, Word, and Teams
- Experience working with Abila MIP desirable.
- Grants accounting experience desirable and knowledge of principles and practices of governmental accounting.
- Ability to maintain effective interdepartmental communications and relationships.
- Problem-solving, research, and analysis capabilities
- Ability to communicate complex information clearly and concisely both orally and in writing.
- Working knowledge of federal, state, and other regulations related to area of responsibility.

Education & Experience:

Bachelor's degree in accounting with 2 plus years of general accounting experience preferred. Comparable combinations of related majors, certifications, and years of experience also considered. Non-profit, grants experience desirable.

Physical Demands:

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 6 to 8 hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

Limitations & Disclaimer:

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.