



POSITION DETAIL			
<b>Title</b>	Non-Profit Accountant (Salary Starting at \$55,000/annually)		
<b>Department</b>	Finance		
<b>Reports to:</b>	Executive Director		
<b>FLSA</b>	Exempt	<b>Status</b>	Full-Time
<b>Primary Site Location:</b>	Administrative Office		

**POSITION OVERVIEW**

The Non-Profit Accountant will manage the financial operations of Sylvania Community Services, ensuring compliance with financial policies, procedures, and best practices tailored to the nonprofit sector. This role is integral to maintaining the financial health of the organization, implementing cost-efficient practices, and supporting strategic decision-making. The Non-Profit Accountant will work closely with the Executive Director, Finance Committee, and Board of Trustees to provide financial guidance, manage assets, and foster long-term financial stability.

- ESSENTIAL FUNCTIONS**
1. **Financial Management:**
    - o Handle day-to-day financial operations, including accounts payable, accounts receivable, payroll, and financial reporting.
    - o Perform monthly and year-end closeouts, reconciliations, and ensure timely and accurate financial statements.
    - o Manage and monitor restricted and unrestricted assets, ensuring compliance with donor and grant requirements.
    - o Monitor daily cash flow to ensure adequate liquidity for operations.
  2. **Budgeting and Forecasting:**
    - o Develop and manage the annual budget in collaboration with the Executive Director and Finance Committee.
    - o Prepare long-term financial plans and cash flow forecasts.
    - o Identify revenue growth opportunities and cost-saving strategies.
  3. **Grant and Levy Management:**
    - o Ensure proper tracking, reporting, and compliance for all grants, donations, and levy funds, especially those with restrictions or matching fund requirements.
    - o Provide financial insights to support grant applications, fundraising campaigns, and donor relations.
  4. **Audit and Compliance:**
    - o Coordinate and manage annual audits, ensuring timely and accurate preparation of audit materials.
    - o Implement and maintain internal controls to safeguard organizational assets and ensure compliance with relevant regulations.
    - o Prepare and submit compliance reports as required.



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- 5. **Policy Development:**
  - o Create and enforce financial policies and procedures.
  - o Maintain a comprehensive understanding of Generally Accepted Accounting Principles (GAAP) and nonprofit accounting standards.
- 6. **Collaboration and Leadership:**
  - o Work with the Finance Committee and Board of Trustees to provide financial updates and analysis.
  - o Serve as a financial resource for staff and departments, fostering a collaborative, team-oriented approach.
- 7. **Asset Management:**
  - o Manage organizational assets and investments.
  - o Oversee private billing and debt collection activities.
- 8. **Record Keeping and Documentation:**
  - o Maintain organized records of all financial transactions, donor correspondence, and compliance-related documents.
  - o Ensure proper documentation for audits, grants, and internal controls.

**WORK ENVIRONMENT**

- o This position requires the ability to:
- o Work independently while managing multiple priorities.
- o Attend occasional evening or weekend meetings with the Board of Trustees or Finance Committee.
- o Adapt to a fast-paced, collaborative, and mission-driven environment.

**EDUCATION AND QUALIFICATIONS**

- Bachelor’s degree in Accounting, Finance, Business Administration, or a related field preferred.
- Minimum of 5 years of experience in financial management, preferably in a nonprofit setting.
- Proven experience with budgeting, forecasting, audits, and financial reporting.
- Knowledge of private billing, debt collection, and managing restricted/unrestricted assets.



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SKILLS, KNOWLEDGE AND ABILITIES
<ul style="list-style-type: none"> <li>• <b>Accounting Expertise:</b> Proficiency in nonprofit accounting, QuickBooks, and Excel, with a strong understanding of Generally Accepted Accounting Principles (GAAP).</li> <li>• <b>Business Acumen:</b> Solid knowledge of business management principles, financial analysis, and strategic planning.</li> <li>• <b>Communication Skills:</b> Excellent written and verbal communication skills; ability to present complex financial data clearly.</li> <li>• <b>Organizational Skills:</b> Strong ability to prioritize tasks, meet deadlines, and maintain accurate records.</li> <li>• <b>Team Collaboration:</b> Proven ability to work independently and collaboratively within a team setting, fostering a positive work environment.</li> <li>• <b>Attention to Detail:</b> High level of accuracy in financial reporting and data management.</li> <li>• <b>Community Knowledge:</b> Familiarity with the Sylvania community and understanding of nonprofit dynamics is preferred.</li> </ul>

REVIEW SIGNATURES			
Employee		Date	
Supervisor		Date	