

GLYNWOOD

Job Description

Job Title: P/T Accountant

Reports To: Director of Human Resources & Accounting

FLSA Exemption Status: Nonexempt

Position Type: Regular, part-time

Regular Work Hours: M, F, 9:00-5:00

Date Created/Last Updated: 10/21/2019

Location: Cold Spring

Summary

The P/T Accountant handles day-to-day financial accounting in accordance with GAAP/FASB standards. The P/T Accountant also reconciles financial information and provides reporting to management. They are also required to train colleagues in the use of financial applications, as needed.

Essential Job Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Banking
 - Preparation of bank deposits
 - Monthly reconciliation of both operating and payroll bank accounts
 - Accounting for wire transfers between accounts
- Investment Accounting
 - Reconciliation and accounting for endowed funds (Realized and Unrealized P&L, Interest and Dividends, and stock gifts)
- Payroll (semi-monthly)
 - Processing semi-monthly payroll
 - Posting payroll journal entry and making sure allocations are made to the correct departments and events
- Cash Flow Management
 - Creation of cash flow projections and monitoring of bank balances
 - Support for accounts payable in the check cutting process
- Budgeting
 - Assistance with the annual budget creation and upload
 - Maintenance of quarterly budget adjustments
 - Reporting of P&L to budget managers (monthly)
- Other Accounting
 - Reconciliation of prepaid expense account
 - Preparation of ad-hoc financial reports
 - Assistance with annual audit preparation

- Transaction Uploads
 - Payroll
 - Commerce
 - Development
 - Events
- Fixed Asset Accounting
 - Maintain list of fixed assets
 - Depreciation schedule-
 - Reconciliation of balance sheet
- Donor Restricted Funds
 - Accounting for donor restricted gifts including restricting and releasing funds

Competencies

- Non-profit accounting experience required (minimum 2 years)
- Solid understanding of the accounting of assets with donor restrictions
- Experience using accounting software (FundEZ preferred)
- Experience of processing payroll preferred but not required
- Ability to work with Glynwood employees in a collegial manner
- Ability to work alone or on a team, as needs required
- Strong written and verbal communications skills in English
- Strong analytical and numerical skills
- Self-motivated & well organized
- Ability to learn web-based software required for the job and for administrative purposes
- Ability to use a computer for email, calendars, spreadsheets, and word processing

Administrative Responsibility

- File for out-of-pocket expense reimbursement via online application, at least monthly
- Participate in own Performance Planning & Review process with supervisor
- Participate in working groups as required
- Submit weekly timesheets and vacations to supervisor according to current requirements
- Manage elective benefits with online applications, where available
- Attend training sessions as required

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Travel and Weekend Work

Occasional day trips for training and for offsite meetings/functions. Trips to the bank for making deposits. Overnight travel rare but possible for offsite meetings or training. Occasional weekend work for performing financial functions at Glynwood events.

Required Education and Experience

- Bachelor's Degree in Accounting or similar
- Work experience in non-profit accounting

Additional Eligibility Qualifications

- Affinity for Glynwood's mission
- Valid US Driver License in good standing
- Provable eligibility to work in the US

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.