



***FiftyForward***  
**ACCOUNTANT, FULL-TIME**

**BASIC FUNCTION:** The FiftyForward Accountant will be responsible for performing the agency's general accounting function as well as assisting the Associate Executive Director of Finance and I/T in carrying out the overall responsibilities of the Accounting department.

**SALARY:** \$40,000 - \$50,000 annually depending on education and experience

**WORK HOURS:** Monday - Friday; 8 a.m. - 5 p.m.; flexible hours may be required

**CORE RESPONSIBILITIES:**

- Maintain the General Ledger and subsidiary ledger accounts including preparing monthly and year end journal entries and posting to the MIP accounting system.
- Perform monthly Accounts Receivable billings for all fee for service.
- Perform monthly bank reconciliations and account reconciliations between the general ledger and subsidiary ledgers.
- Calculate and submit monthly grant reimbursement requests. Perform eGrants and Federal payment management reporting for CNCS grants.
- Generate and distribute individual monthly income statements for organization's centers/departments/programs.
- Assist with implementing and maintaining internal financial controls and procedures. Identify and communicate exceptions from GAAP and internal policy and procedures to Associate Executive Director of Finance and I/T.
- Assist in preparing budgets, forecasts and variance analysis. Enter annual operating budget into MIP accounting system.
- Prepare a quarterly income statement for the FiftyForward Endowment Foundation.
- Maintain the organization's fixed asset register.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Implement and manage general ledger process improvements as assigned.
- Assist in the completion of the annual audit and grant audits as scheduled.
- Manage annual operating contracts including electronic documentation, audit of payments to contract amounts and manage contract renewals.
- Work with Development department to reconcile donations recorded in the general ledger to donations recorded in eTapestry.
- Serve as back-up for Accounting Clerk.
- Other accounting duties as assigned.

**CORE WORK REQUIREMENTS:**

- *Education:* Bachelor's Degree in Accounting or related field required.

- *Experience:* Two years' experience in similar position; experience with fund accounting and governmental grants preferred; interest in issues of aging.
- *Special Skills:* Strong organizational skills; excellent written and verbal communication skills; ability to work independently upon assigned tasks as well as to accept direction on given assignments; able to work collectively with other team members.
- *Certifications and licenses:* CPA or CPS (inactive) designation preferred.
- *Physical Requirements:* This job is performed in a smoke free environment. The usual and customary methods of performing the job's function require the following physical demands: sitting, kneeling and/or crouching; significant fine finger dexterity; ability to operate office equipment including telephone, computer and copier; ability to communicate clearly so listeners can understand; ability to understand the speech of another person.
- *Equipment requirements:* Ability to operate a computer keyboard; ability to operate a multi-function copier; knowledge of Microsoft Office 365 software including Outlook, Excel, and Word. Quickbooks experience a plus.

**Contact Information and Procedure:**

Submit a cover letter and resume including the title and location (if applicable) of the position in which you are interested to via email to:

ATTN: April Curlin

Email: [careers@fiftyforward.org](mailto:careers@fiftyforward.org)

Phone: (615) 743-3400