



2200 Lucien Way, Suite 325
Maitland, FL 32751

POSITION: Staff Accountant
PROGRAM/DEPT: Administration
PAY: \$55,000 - \$60,000

ABOUT RISE COMMUNITY SOLUTIONS: RISE Community Solutions works to strengthen families and the communities in which they live. We offer coordinated solutions to help families get ahead of the challenges that can lead to disruption, including youth mental health, child victim advocacy, and family homelessness. We meet our mission with the philosophy that families will be most successful when supported by strong communities that have ample capacity to meet their needs. RISE Community Solutions utilizes an approach which *Restores, Inspires, Strengthens and Empowers* those we serve. To learn more about us, visit www.RISEcs.org.

1. **PURPOSE:** The Staff Accountant is responsible for maintaining accurate financial records for the organization including recording all financial transactions, reconciling balance sheet accounts, and preparing financial reports. This will be the organization's primary accounting and finance team member. They will work closely with the Executive Director and Board of Directors to ensure that the organization's financial records are accurate and up-to-date. The Staff Accountant works in conjunction with CliftonLarsonAllen, contracted accounting services provider, to provide financial analysis and reporting.

KEY RESPONSIBILITIES:

- Enter and submit vendor invoices for payment utilizing bill.com and Quickbooks Online.
- Record all financial transactions in the organization's accounting system
- Develop and maintain strong relationships with vendors, addressing inquiries utilizing strong customer service skills.
- Code invoices and other expenditures, in conjunction with program staff, to appropriate programs and grants within QBO.
- Oversee submission of employee credit card reporting, monitoring receipt tracking and coding, and recording expenditures into QBO.
- Prepare and post journal entries, maintain chart of accounts, reconcile general ledgers, and complete monthly bank reconciliations.
- Monitor and manage cash flow.
- Code and record receivables, providing monthly A/R aging reports to agency leadership.
- Assist with the preparation of grant proposals and reports.
- Coordinate with program leadership in monitoring restricted fund balances, including identifying opportunities to assign eligible expenses.
- Support the Contracts & Billing Manager by providing general ledgers and transaction summaries for grant reporting. Provide assistance as needed to respond to funder inquiries related to expenditures.
- In collaboration with the Director of People Operations, record and code twice monthly payroll transactions in the accounting system.
- Provide information for the auditors for annual audit and single audit, support Contract & Billing Manager in compiling documents for funder fiscal monitoring events/audits and collaborate with the contracted CPAs for completion of the 990 tax return.
- Serve as a back-up to the Executive Director to complete banking and treasury management functions.
- Serve as a back-up to the Contracts & Billing Manager for submission of grant invoices.



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- Support the preparation of monthly and annual financial reports, in partnership with the Executive Director and the contracted CPA firm.
- Participate in the creation and monitoring of annual program and grant budgets.

Additional Functions & Expectations

- Identify opportunities in which the lived experience and voice of those served can improve program operations and outcomes.
- Participate in the organization's strategic plan and quality improvement processes.
- Other duties as assigned in support of the mission of the organization.

DESIRED QUALIFICATIONS:

- Bachelor's degree in accounting or related field.
- 2+ years of experience in nonprofit bookkeeping or accounting.
- Successful candidates will demonstrate a history of taking on increasingly complex tasks.
- Strong attention to detail and accuracy.
- Prior professional experience with a non-profit organization, with preference for those that utilize cost reimbursement and grant funding within the social services sector.

DESIRED SKILLS:

- Excellent interpersonal and communication skills (in-person, virtually and in writing).
- Expert user in Excel and Quickbooks Online.
- Proficient with MS Office applications including Word, PowerPoint, Outlook and Teams.
- Excellent organizational and time-management skills, with the ability to self-direct.
- Ability to work independently and as part of a team.
- Demonstrate cultural and linguistic competence and sensitivity to population served.
- Ability to travel in personal vehicle (mileage reimbursement applies).

All RISE Community Solutions team members are expected to demonstrate proficiency in the following competencies: Problem Solving, Time Management, Attention to Communication, Customer Service, Teamwork, Integrity, Interpersonal Skills, Trauma-Informed Approach and Innovation. To learn more, visit www.RISEcs.org/careers and view the "Competencies" tab.

SCHEDULE: Traditional weekday schedule, with periodic need to participate in evening/weekend events (2-3x year) In such circumstances, a practice of flex scheduling will be implemented to ensure the Staff Accountant is not working more than the required full-time hours.

LOCATION: This role is primarily remote, though the employee may also choose to work out of the RISE Community Solutions main office in Maitland, FL. In-person All-Team meetings are held at the Maitland location approximately once per month.

SUPERVISOR: Executive Director