

Job Posting

About Alice Paul House

Alice Paul House is a comprehensive victim service program located in Indiana, PA. We provide services to victims/survivors of domestic violence, sexual assault, other crime and juvenile offenders.

Accountant: Full Time

This position reports directly to the Executive Director and Board of Directors and is responsible for the oversight of all financial, accounting and reporting activities. This position will be responsible to lead the day-to-day financial operations of a \$1 million dollar budget and be capable for functional responsibility over accounting, accounts payable, accounts and grants receivable, fixed assets, payroll, taxes, reconciliations and grant administration

Position Responsibilities:

- Work collaboratively with executive director and develop budgets and financial reports for grant application and reporting
- Prepare and monitor annual budget for organization and multiple grants
- Oversee all financial, program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant and programs funding periods
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate, manage and oversee month-end, quarter-end and year-end closing activities, financial statement preparation
- Work with external auditors and tax accountant on annual audit and tax returns
- Manage and supervise all accounting and financial functions and staff
- Establish, modify, and coordinate the implementation of accounting systems, policies, and procedures
- Prepare monthly invoicing to grant funding sources
- Oversee payroll preparation and reporting
- Prepare financial reports and analysis, provide timely reviews of organization's financial status and progress to the Board Treasurer and ED prior to each board meeting so that the Board Treasurer can absorb the information and clarify any questions in advance and is equipped to inform the Board. Maintain audit ready records and will prepare materials for audit and will work closely with leadership.
- Always maintain extreme confidentiality and keep safe secure records and backups

Minimum Qualifications:

- BS in Accounting, or equivalent business experience
- High level software knowledge of QuickBooks
- Strong computer skills; technology savvy
- Adept at crunching numbers
- Ability to manage and prioritize workflow
- Great communication skills
- Understanding of nonprofit accounting and accounting principles
- Understanding of non-profit payroll and payroll reporting

- Understanding of IRS compliance for nonprofit organizations
 - Experience in working with donors and donor database
 - Experience with grant management as it relates to government, corporate and foundation grants
 - Familiarity with budget preparation and management of multiple grant budgets
 - Employment contingent upon: PA Act 34 certification, Act 151 certification, FBI Fingerprint clearance and successful completion of approved APH crisis intervention training
 - Must have valid PA driver's license, clean DMV record, and reliable method of transportation to various worksites, and three references
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- Above is an abridged list of responsibilities and qualifications

Salary:

Salary commensurate with experience

To Apply:

Interested candidates should forward their resume, along with a cover letter to whitney.carmichael@alicepaulhouse.org or by fax to 724-349-7883

Attention: Whitney Carmichael

Deadline to Apply: Monday December 20, 2021