

## **SHELTER, INC.**

### **Job Description**

#### **Accounting Coordinator**

##### **ESSENTIAL FUNCTION**

Responsible for all financial operations of the agency under the direction of the Executive Director. Performs various accounting functions on a daily and monthly basis. Assists in the detailed preparation of agency budgets and financial reports.

##### **SPECIFIC DUTIES**

1. Perform accounting tasks, applying well-established principles, theories, concepts and practices.
2. Prepare and submit reports on agency financial operations for internal and external use.
3. Assist in the detailed preparation of agency's annual budget and annual audit.
4. Assist in preparation of funding packets for the United Way, townships, and municipalities.
5. Develop and maintain systems and procedures for agency financial operations in conformity with organization policy and goals.
6. Maintain a working relationship with the agency accountant with specific regard to monthly Treasurer's reports, annual audit, and the Inter agency Report.
7. Compile and transmit all payroll information to the agency's payroll service.
8. Review financial projections and cash flows.
9. Monitor all daily accounting activities, including verification of proper coding, transfer to the computer, and recording of all receipts and disbursements.
10. Maintain a working relationship with agency's bank and manage daily deposits as well as all cash disbursements.
11. Complete monthly billings, including DCFS, DHS, CCBYS, and townships; monthly foster care board payments; and monthly statistical reports.
12. Track financial accounting for special events.
13. Accept special assignments as designated by supervisor.
14. Plan own work within assignments to meet scheduled deadlines.
15. Perform statistical functions as assigned.
16. Implement financial decisions of Board as directed by the Executive Director.
17. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."

### ACCOUNTABILITY

The Accounting Coordinator shall be supervised by and accountable to the Executive Director.

### JOB QUALIFICATIONS

1. Undergraduate degree in accounting from an accredited college or university.
2. At least three years of experience in accounting functions is required, preferably including experience in both public accounting and social service agency accounting.
3. Computer skills to include spreadsheet and word processing programs.
4. Must have a valid Illinois Driver's License and must submit proof of Illinois auto insurance.
5. Must complete a Medical and T.B. test providing proof of results.
6. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
7. Must submit official educational transcripts from the last school in which a degree was awarded.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, or meeting rooms both in the facility and at other agency sites.

### CLASSIFICATION STATUS

This is an exempt position.