

ACCOUNTANT

DEPARTMENT: Admin / Finance / HR

REPORTS TO: Chief Financial Officer

EFF. DATE: Oct 2022

FLSA STATUS: Exempt

LOCATION: Buda, TX (can discuss hybrid option, 2 days/week onsite expected)

STARTING SALARY: \$57,800

***Grant funded: position expected to last two years**

SUMMARY OF PURPOSE AND RESPONSIBILITY

This position is responsible for the daily management of the accounting and finance functions of NCFH.

LEADERSHIP AND SUPERVISION

Employee receives general supervision from the Chief Financial Officer. Employee does not provide direct supervision to other staff.

NATURE/METHOD OF WORK

Work is professional level, requiring application of professional theory and practices. Duties are generally performed independently, with priorities and work plans developed by the employee's manager and monitored periodically. Communication with individuals in response to requests is moderate. The impact of the employee's work on the overall performance of NCFH may affect a large segment of the business and goodwill of the organization.

QUALIFICATIONS

Job duties require a professional level of knowledge in accounting and finance, at the educational/experiential equivalent of a bachelor's degree program in accounting, finance or business administration; practical work experience in accounting (typically a minimum of three years) including at least two years in a non-profit environment, preferred. Strong written and verbal communication skills are required.

WORK ENVIRONMENT & CONDITIONS

Work is typically performed in a normal office environment

RESPONSIBILITIES/TASKS

Responsibilities/Tasks

1. Accounting, budgeting and financial reporting functions (fiscal management).
 - Manages the NCFH accounting system, computerized records, general ledger, and prepares adjusting journal entries as needed.
 - Helps in the development and maintenance of the NCFH budgets, including project and program budgets, grant application budgets and justifications, compilation of fiscal year budgets; provides monthly finance statements and project reports and documentation as required.
 - Assists CFO in preparation for annual audit
 - Reconciles accounts and prepares schedules as necessary
 - Maintains good working relations with financial and investment institutions
 - Assists the CFO in fiscal management as needed
 - Assist with month close procedures
 - Serve as back up to CFO for management of cash, bank balances and money transfers, as needed
 - Reconciles grants receivables in general ledger to account balances as needed
2. Grants administration and management
 - Prepares grant budgets as needed and ensures fiscal compliance with authorized agencies
 - Provides supervision of grant billings and tracks to grant budgets on a monthly and quarterly basis

- Prepares grant e-files; maintains communication with grantor agencies and other external parties, as appropriate and directed
 - Prepares federal drawdowns according to established procedure and reconciles grants receivable in general ledger to account balance quarterly on federal Payment Management System
 - Prepares monthly, quarterly and yearly grant financial reporting as needed
 - Works with NCFH program staff to ensure all expenses are allowable
 - Works with directors and managers to monitor grant budgets and expenses
 - Review transactions posted to federal funds on a regular basis and reclassify any transactions that are deemed unallowable. (journal entries, payroll adjustments)
 - Oversee the process of costing allocation to individual projects, grants and contracts.
 - Monitors Notices of Grant Award (NGA) and any grant exceptions or special remarks or conditions
 - Prepares and submits year end FSR
 - Compiles with all Grants Administration Guidance
 - Maintains familiarity with Federal Uniform Guidance
3. Other
- Provide back up to payroll administrator as needed
 - Serve as back up to accounts payable and accounts receivable processing
 - Financial systems process and procedures improvement

About NCFH

The National Center for Farmworker Health (NCFH) is a private, not-for-profit corporation located in Buda, Texas dedicated to improving the health status of farmworker families. We provide information services, training and technical assistance, and a variety of products to community and migrant health centers nationwide, as well as organizations, universities, researchers and individuals involved in farmworker health.

Benefits:

- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

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