



CAMP RAINBOW GOLD, INC.

JOB DESCRIPTION

ACCOUNTANT III

CLASSIFICATION	Salary
POSITION REPORTS TO	CEO/Executive Director
POSITION APPROVED BY	Board of Directors
COMPENSATION	\$53,000-63,000 annually

Monitors the organization's business activities through the maintenance and control of financial records. Performs advanced accounting functions in the management of the organization's business affairs. Prepares integrated financial and statistical reports, statements, projections, and recommendations that may have a long-term impact on funding for the organization. Supervises the administrative staff. Responsible for the internal controls needed to maintain the integrity of Camp Rainbow Gold's financial system and ensure GAAP compliance and organizational needs are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The essential functions include, but are not limited to, the following:
- Oversees daily processing and accounting for revenue and expenditure; reviews and reports financial transactions to funding sources; ensures accuracy, completeness, and compliance with local, state, and federal requirements, and standard accounting and audit procedures.
- Interprets and analyzes financial operations and transactions, forecasts trends, and develops reports and analyses for the finance committee, CEO/Executive Director, Board of Directors, and funding agencies; makes recommendations for asset utilization and expenditure control.
- Supervise administrative assistant which will include recommendations for hiring, performance evaluation, training, work allocation, and problem resolution.
- Processing and submitting payroll and payroll taxes (unemployment, 941 quarterly and every pay period, 910), W2s and 1099's, and payroll reporting with State Insurance Fund
- Oversees the daily operation for accounts payable with reviewing, coding, and processing payments and accounts receivable including revenue recognition, bank deposits, and invoicing
- Maintaining all bank and investment accounts reconciliations and general ledger
- Assisting Accountant with yearly financial review and 990 process

Additional duties include, but are not limited to the following:

- Assuring the CEO and Finance Committee are provided with timely and accurate reports within the timeline as defined by them.
- Is a member of the Finance committee and attends the meetings.
- Reviews the financial policies and procedures and makes recommendations when necessary.
- Sets new hires employees up with their bank cards and has those sign responsibility paperwork.
- Develop and update a policy and procedure manual for the bookkeeping position that includes easy written access to passwords.
- Assists the CEO with the annual budgeting process.
- Supports the CRG Board of Directors as needed and defined by the CEO.



MINIMUM JOB REQUIREMENTS

A Bachelor's degree, financial or accounting background, and at least 3 years of experience directly related to the duties and responsibilities specified is essential, ideally in a nonprofit setting.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- A professional demeanor and the highest level of discretion are essential in the management of confidential information.
- Must have excellent communication skills, both verbally and in writing. The ability to successfully multi-task and collaborate with others.
- Ability to supervise and train staff including organizing, prioritizing, and scheduling work assignments.
- Must be proficient in areas such as QuickBooks or similar, Word and Excel.
- Ability to analyze budgetary expenditures for compliance with funding agencies' budgets, policies, and procedures.
- Ability to implement policies and procedures to maintain compliance with various regulations.
- Ability to analyze and interpret financial data and prepare financial reports, statements, and/or projections.
- Knowledge of finance, accounting, budgeting, and cost control procedures.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.