***Rural Community Assistance Corporation***

**Job Description**

**Accountant**

***(Accounts Receivable)***

**Classification:** *Grade C* **Department:** *Corporate Operations/Finance*

**Status:** *Non-Exempt* **Supervisor:** Accounting Manager

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals. For more than 35 years, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Finance Grants and Contracts**

The Finance, Grants & Contracts (FGC) department is responsible for the financial operations of the corporation including accounts payable, accounts receivable, budgeting, contract management, facilities management and procurement functions.

**Position Description**

The Accountant (AR) performs a variety of accounting functions in the processing, verification and maintenance of financial documents, records and transactions.

**General responsibilities and duties include but are not limited to the following:**

* *Billings/contracts receivable –* process timely and accurate billing for each funder; gather and collate supporting receipts and documents required per contract; prepare supporting documentation for outgoing billings ; make copies of reports and supporting documents; file reports; maintain contract files/customer files; follow up on collection of unpaid grant receivables; communicate contract reporting and provide follow up on billing related items with Grants & Contracts Administration department, contract leads and other members of the finance team; submit periodic reports to funders; update Contract Status report for assigned funders and cost centers; prepare journal entries for monthly revenue accrual and other adjustments as needed; prepare monthly reports; process automated billing draws from applicable funder
* *Customer Service –* follow up with customers, resolve related billing issues, maintain positive vendor customer relations
* *Prepare internal and external reports* – run general ledger reports on monthly basis; analyze grants/contracts receivable general ledger (GL) account and prepare aging reports; prepare quarterly contract receivable report for the board of directors; check, analyze, update and inform necessary staff of assigned account codes and schedules.
* *Prepare for audits –* conduct periodic self-audits for assigned accounts and initiate journal entries for needed adjustments; prepare files and worksheets required by external auditors during annual financial audit or contract/funder audit. Prepare SEFA report.
* *Additional duties as assigned –* maintain filing system; serve as back up for others on the Finance team.

**Knowledge and Abilities**

* Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and ability to learn SharePoint and RCAC’s web-based reporting software
* Listen effectively and communicate clearly in oral and written presentations
* Work independently as well as in team environments
* Demonstrate attention to detail
* Good interpersonal skills and a commitment to customer service
* General clerical accounting principles, practices, procedures and methods
* Accounting terminology and procedures
* Work with minimum supervision and handle multiple priorities simultaneously
* Follow detailed instructions
* Use initiative to approach troubleshooting and problem-solving alternatives
* Perform mathematical calculations with speed and accuracy
* Accurately compile, post, verify and maintain computerized and/or manual records and files
* Verify and process computerized reports and financial documents
* Operate a 10-key calculator by touch
* Nonprofit, multi-funded organizations a plus

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position.

Experience:

Two (2) years of applicable experience (education may be substituted for experience)

Preferred Education:

Bachelor’s degree (additional qualifying experience may be substituted)

**Physical Job Requirements:**

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 essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements:**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.