***Rural Community Assistance Corporation***

**Job Description**

***Accountant***

***(General Ledger)***

**Classification:** *Grade C* **Department:** *Finance, Grants and Contracts*

**Status:** *Non-Exempt* **Supervisor:**  *Controller*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core 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 corporation’s financial operations including accounts payable, accounts receivable, budgeting, contract management, facilities management and procurement functions.

**Position Description**

Maintain all of RCAC's fiscal systems. Major responsibilities include, but are not limited to: maintain general ledger; perform month-end closing for the overall corporation and for the Loan Fund and Rural One; maintain all cash receipts; prepare budget comparison summary and financial statements; serve as back-up for the Accountant (reporting).

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

* Maintain chart of accounts
* Review payables and payroll
* perform monthly analysis of all accounts
* Maintain FRX reporting
* Perform month-end closing of corporate books
* Prepare expense allocation journal entries
* Prepare budget comparisons and financials
* Perform Loan Fund accounting system upload
* Review and post Northridge uploads to Great Plains system
* Perform corporate operations’ financial analysis;
* Prepare daily cash balance report;
* Conduct self-audits of all general ledger account transactions and balances
* Coordinate with loan specialist(s) all Loan Fund related financial transactions
* Review cash receipts and deposits
* *S*erve as backup in Accountant’s (reporting) absence
* Other duties as assigned

**Ability to:**

* Use a personal computer at high level-proficiency using Microsoft Word and Excel and Lotus Notes
* Use proper grammar, spelling and punctuation
* Use database and Great Plains accounting software
* Proofread and edit documents
* Demonstrate a high level of customer service skills
* Work with minimum supervision and handle multiple priorities simultaneously
* Follow detailed instructions
* Trouble shoot and problem solve
* Organize and prioritize work to meet established timelines
* Effectively listen and communicate both verbally and in writing
* Prepare and present complex financial reports, statements, and summaries
* Analyze complex financial and statistical data, records, and reports
* Operate a 10-key calculator by touch

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Three years of applicable experience in nonprofit and/or public (fund) accounting and bookkeeping (education may be substituted for the experience).

Preferred Education:

Associate 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 two hours per day) to heavy (four 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 may be required when traveling for business purposes.