

Title: Accountant

Supervisor: Interim Vice President of Finance

Department: Finance

Division: N/A

Hours: Tuesday & Thursday 16-20 hours per week*

Hourly Rate: \$18.00 per hour

*Temporary Part-Time; this position has the ability to become Full-Time once the Agency is able to resume normal office hours

Basic Function: Under the direction of the Interim Vice President of Finance, the Accountant is responsible for accurately completing accounting, finance and record-keeping tasks. The Accountant is responsible for financial functions including but not limited to the following areas: A/P, A/R, Banking/General Ledger, Monthly Reporting, Grant Accounting and Other Duties.

Responsibilities and Duties:

- Stay up-to-date with accounting principles and procedures.
- Perform daily accounting of assigned fund.
- Perform month end reconciliations.
- Perform fund analysis and reporting for critical decision making purposes.
- Develop process improvements to enhance financial performance.
- Monitor expenses as directed by supervisor
- Analyze fund requests and manage fund distributions.
- Maintain accounting system to record all fund transactions.
- Generate routine and ad-hoc financial statements for management.
- Respond to accounting inquiries in a timely fashion.
- Analyze root causes of accounting discrepancies and provide corrective actions.
- Maintain phone dialogue; inbound and outbound calls as necessary
- Participate in trainings for professional development
- Remain professional and maintain confidentiality of participant information at all times
- Adhere to all STOP Inc. core principles and values at all times

Qualifications:

- Minimum of two years of professional work experience in accounting required; minimum of one year professional work experience in non-profit fund accounting preferred
- Must have a Bachelor's Degree in Accounting
- Must be able to analyze and reason as well as communicate with respect and concern
- Must be able to work a flexible schedule
- Must have good oral and written communications skills
- Must possess a wealth of technology skills; be well knowledgeable of the Microsoft Suite
- Must have a working knowledge of desktop computing, printing and scanning
- Must be able to follow oral and written instructions and procedures
- Must be quick learner, highly energetic, good team player

- Must have a strong work ethic, detailed oriented, and able to multi-task.
- Must have willingness to fulfill the Agency's mission
- Must have valid Virginia Driver's License, reliable transportation, ability to travel, submit to and pass urinalysis screening and an in-depth background check

FOR MAILING: Send all resumes and references addressed to: M. Thomas with the envelope labeled, "Resume and References for Accountant," printed on the front.

HAND DELIVERIES: Resumes and references will be accepted in a sealed envelope, labeled "Resume and References for Accountant," printed on the front, from 10:00 am until 5:00 pm only, Monday through Friday, with the exception of required Agency closures and designated holidays.

FOR EMAILING: Send all resumes and references to : mthomas@stopinc.org. The subject line must state, "Resume and References Attached for Accountant"

NO PHONE CALLS WILL BE ACCEPTED!

STOP Inc. is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, Veteran status, age, national origin or disability. Applicants who need accommodations for an interview should request this in advance. All candidates are subject to a criminal history background check and drug testing before being offered employment.

STOP Inc. **MISSION:** With the assistance of community partners, reduce the effects of poverty by assisting low and moderate wage earners and economically disadvantaged residents of Eastern Virginia achieve self-sufficiency through program and service initiatives which encompass education, employment, housing and health for the improvement of their quality of life.

STOP Inc. **VISION:** Is to be one of the premier Community Action Programs in the Commonwealth of Virginia entrusted to provide quality programs and services that have a transformational impact on low and moderate income residents and the community.

STOP Inc. **CORE VALUES & PRINCIPLES:** Coordination, Competence, Dignity, Diversity, Flexibility, Immediacy, Integrity, Leadership, Optimism, Respect

THE COMMUNITY ACTION PROMISE: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Creating Opportunities One Life at a Time, One Family at a Time, One Community at a Time!