

Community Action of Southeast Iowa In-House Ad

Please Post: October 13 through October 19, 2021

Title: Administration – Accountant

Base: Central Office - Burlington, IA

Salary: Range: \$17.00 - \$21.45 per hour

Classification: Full Year / Full Time – 40 hours per week

JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Follow accounting standards and procedures to ensure uniform accounting practices, internal controls, and compliance with federal, state and local regulations.
3. Process bi-weekly payroll, which includes coding information to allocate time to programs; track related benefit accruals and payroll deductions.
4. Maintain payroll files.
5. Prepare and submit required payroll related reports.
6. Prepare assigned budget reports for management and Board of Directors.
7. Prepare required billings and compile reports for funding sources.
8. Prepare program and payroll journal entries as needed; reconcile general ledger accounts.
9. Prepare monthly journal entries for cost allocation, general business correspondence as needed.
10. Design and maintain appropriate spreadsheets using Excel.
11. Responsible for regular, intermittent reviews of all Agency programs for program compliance.
12. Provide support to Finance Director pertaining to fiscal issues, reports, special projects and audit preparation.
13. Become familiar with all duties of the Fiscal Office and program regulations.
14. Provide back-up coverage of duties as requested by the Finance Director.
15. Provide clear, concise verbal and written communication with Finance Director and Program Directors.

JOB QUALIFICATIONS:

1. Prefer Bachelor's degree in Accounting or Finance; will consider Associate's degree (in same field) with extensive work experience.
2. Must have experience in payroll functions and associated reporting.
3. Must be **very** proficient working with Excel, including ability to create, maintain and use spreadsheets. Ability to use Microsoft Word.
4. Must have experience using a computerized accounting system.
5. Prefer work experience in fund accounting and bookkeeping responsibilities.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Tuesday, October 19, 2021.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff applies.

Affirmative Action / Equal Opportunity Employer