



## Front Steps – Job Description

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**Job Title:** Accounts Payable/Payroll Accountant

**EEO Job Classification:** Administrative Support

**Department:** Administration

**Last Revised:** January 2, 2018

**Reports to:** Finance Director

**FLSA:** Non-Exempt (40 hours.)

*Posting Period: January 3, through January 25, 2018*

*Interested applicants should send a cover letter and resume to: [resumes@frontsteps.org](mailto:resumes@frontsteps.org)*

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### **Position Summary:**

Under the supervision of the Finance Director the Accounting Assistant is responsible for recording expenses by verifying and completing payables and other expense account transactions; processing payroll; and providing administrative support to the organization.

### **Duties, Functions, and Responsibilities:**

- Ensures all vendor invoices, expense vouchers, and reimbursements are paid in a timely manner and maintain accurate records and reports.
- Prepares daily workflow to ensure timely preparation and approval of payment disbursement.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements and obtaining proper authorization for payment.
- Classifies codes and enters financial and accounting records.
- Maintain accounting ledger by entering account transactions; ensuring supporting documents are on file.
- Verify accounts by reconciling statements and transactions.
- Assumes responsibility for effectively researching, tracking, and resolving accounting or documentation issues and discrepancies.
- Assumes responsibility for establishing and maintaining effective communication and coordination with management and staff relating to check requests, invoices, and accounts receivables.
- Assist Finance Director in preparing and distributing month-end reports to program managers including budget variance analysis.
- Assist Finance Director in preparing monthly, quarterly, and close-out reports.
- Assist Finance Director in preparation and completion of annual audit schedules and reports as required.
- Assist Finance Director with W-9, 1099, W-3 and W-2 reports.
- Maintains financial security by following internal accounting controls.
- Secure financial information and maintain financial historical records by creating and maintaining electronic files and/or filing accounting documents.
- Processes bi-weekly payroll, which may include inputting data from all employee timesheets, preparing payroll tax deposit, and preparing payroll checks and may include payroll tax deposit notifications.
- Assists Human Resources Director with onboarding and exiting employee processes.
- Perform other duties as assigned.

## **Housing Programs Manager – Job Description**

### **Knowledge, Skills, and Abilities**

- Knowledge of bookkeeping, record keeping, and general accounting procedures and processes
- Knowledge of processing, accounting, and control of cash payments
- Knowledge of the general accounting principles and practices
- Knowledge of general payroll practices and policies
- Ability to use accounting and payroll applications
- Ability to perform data entries and retrieve information from accounting and payroll applications
- Ability to record data and information
- Ability to maintain confidentially
- Ability to prioritize multiple tasks and projects with a keen attention to detail and commitment to high quality
- Ability to interact with all levels within the organization; strong verbal and written communication skills

### **Preferred knowledge, skills, and abilities:**

- Bachelor degree in Accounting, Finance, or Business a plus
- 1-3 years accounting or bookkeeping experience in a nonprofit organization
- Experience in a grants management environment a plus
- 1 – 3 years' Accounting Software; MIP is a plus
- Working knowledge of Microsoft Office 2010 (Word, Excel, PowerPoint, and Outlook)

### **Physical Demands**

- The physical demands of this position 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.
- While performing this position, the employee is regularly required to sit, talk, and listen, and is occasionally required to stand, walk, and reach using hands and arms.

### **Disclaimer**

- The statements herein are intended to describe the general nature and level of work being performed by the employee performing this position and assist in evaluating this job fairly and equitably. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee in this position to perform other duties not listed in this job description. This job description is not a “contract” between the employee occupying this position and the employer.