



Position Title: Lead Accountant

Mission of The EPICENTER: The EPICENTER exists to empower people, strengthen families, and build a sense of community and trust in Edgewood and Aberdeen, adding value to the communities and to the self-worth of individuals who live in them. The Epicenter provides a place for children and adults to grow and learn, and to serve and give back, developing leaders for today as well as tomorrow.

Purpose of the Position: This position will assist and support the Director of Finance & Operations in bookkeeping and financial reporting. This includes assisting with budgeting, financial controls, policies, document management, grant reporting, month-end and year-end financial statements, and preparation of financial records for audit and tax preparation by a certified public accountant. This person will have the leading accounting role within the finance team, including leading finance associates in remote/multiple locations, and will have ultimate responsibility for accounts payable, accounts receivable, payroll, account reconciliations, bank deposits, credit card reconciliations and management, employee expense reimbursement, and all other accounting duties that fall within the finance department.

The Lead Accountant will work closely with and under the supervision of the Director of Finance & Operations and is ultimately responsible to the Executive Director and the Board of Directors.

Personal Abilities and Competencies

- **Leadership Skills:** Able to lead and work fairly with the team as they encourage responsibilities and have strong training skills for teaching co-workers how to perform various accounting procedures and/ or policies.
- **Committed to Excellence:** We do all things with excellence. If we fail to strive for excellence, we often compromise the effectiveness of our mission, so we give our best in all things and hold ourselves to high standards.
- **Organization:** Skilled with prioritizing tasks and efficiently managing time and resources with great attention to detail. Excellent reliability, attendance, and punctuality maintained.
- **Financial Management:** This person will assist with reporting on the financial operations of each of the community center locations, each of the Tabitha's House locations, and any other division that rolls up under the Epicenter entity. Must have a good understanding of finances and budgeting.
- **Computer Literacy:** This person needs to be proficient in using Microsoft Office Suite, particularly Microsoft Word and Excel, Google Suite, and QuickBooks (QuickBooks Online preferred).
- **Communication:** Skill in both written and verbal means of communication are vital when directing the tasks of staff and preparing reports for their supervisors.
- **Education:** Bachelor of Accounting degree.
- **Experience:** 10-15 years of experience in a major accounting role; preferably experience in a Not-for-Profit organization.
- **Heart for the Community:** This person needs to be understanding, present a positive attitude and display a welcoming disposition to all.

Hours/Salary: Salary: TBD

Hours: Full Time 40-hours per week, semi-flexible schedule, must submit timesheet bi-weekly.

Benefits: Eligible for Health/Dental/Vision Benefits, Paid Vacation, Paid Sick/Personal Leave.

Select Holidays The EPICENTER will remain closed, and employees are paid regular pay.

Primary Responsibilities

- Coordinate financial portion of grant process, including submission of necessary forms and tracking receipt of funds and grant purchases.
- Post received donations, grants, and program tuition payments to QuickBooks Online & Bloomerang.
- Retrieve and process mail. Prepare and make bank Deposits. Reconcile petty cash monthly.
- Oversee document management, retention, and destruction.
- Conduct workers compensation audits.
- Lead and assist the finance team, including assisting the Director of Finance & Operations with hiring, training, mentoring, and development of finance department employees.
- Oversee year-end donor and childcare tax statements.
- Maintain general ledger in QuickBooks and assist with editing accounts as needed.
- Accounts payable and accounts receivable.
- Reconcile monthly bank and credit card statements.
- Payroll processing and reporting.
- File monthly sales/use tax return and oversee/file any accreditation, state and federal forms.
- Create new files at end of the fiscal year.
- Maintain excellent communication with other staff members.
- Support Director of Finance & Operations and Executive Director in special projects/other areas as assigned.

Secondary Responsibilities

- Assist in the preparation and review monthly internal finance reports, including P&L, balance sheet, and budget to actuals.
- Assist in the preparation and management of yearly budgets and program specific budgets.
- Assist with regular forecasting and cost analysis.
- Assist with employee onboarding as relates to payroll.
- Maintain positive interactions with donors and customers and answer questions on an as needed basis.

Employee Signature _____ Date _____

Executive Director Signature _____ Date _____