



Financial Accountant

The Financial Accountant will perform bookkeeping and accounting functions for the Agency. This full-time position reports to the Chief Financial Officer (CFO) and together, will be responsible for financial and operational systems, processes, administration, and internal controls. The Financial Accountant will work closely with the development team, program directors and the HR manager. The Financial Accountant is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies & Procedures Manual. Specific duties include the following:

- Oversee and maintain all accounts payable/receivable transactions, controls, and procedures.
- Assist with grant budget submissions and reports.
- Monitor and report on annual agency and departmental budgets.
- Assist the CFO as needed with financial analysis and insights to support strategic decision-making.
- Contribute to the development, implementation, and compliance of financial policies and procedures.
- Assist the CFO with developing vendor contracts and 1099 reporting.
- Oversee vendor quoting, invoices and payments tracking, and the life cycle of contracts.
- Perform regular price comparisons and maintain effective vendor relationships.
- Serves as back-up to the HR Manager for payroll processing and reporting.
- Assists the HR Manager with administrative projects.
- Work with the CFO, Development team, and program staff to develop and maintain the integrity of database systems.
- Oversee, report, and reconcile funds in the Agency's database system.
- Create and compile monthly reconciliations and metrics reporting.
- Support fundraising efforts with financial data and analysis.

FLSA Status: Exempt from overtime.

Minimum Qualifications:

This position requires a bachelor's degree (or a combination of post high school education and work experience) plus five (5) years of relevant work experience; knowledge of and the ability to apply Generally Accepted Accounting Practices in a non-profit environment; proficient computer and technical skills relevant to the position; excellent organization and attention to detail; and proficient analytical and communication skills are required.

Physical Demands of the Job:

The job of Financial Accountant involves extended time working indoors at a computer and requires manual dexterity as well as the ability to: see, hear, speak, move and react quickly, sit comfortably at a desk, walk, stand, squat down, climb a step ladder, balance, and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.