



Arts for All, Inc.
a nonprofit corporation

JOB DESCRIPTION FOR ACCOUNTANT
(10/26/09)

Requirements:

1. Bachelor's degree in accounting. Equivalent experience may substitute for educational requirement.
2. Minimum of 2 years business experience in accounting.
3. Must clear Class I Fingerprint Clearance check within 60 days of hire.
4. Current certification in CPR, First Aid, CIT I, CIT II and Article IX within 60 days of employment.
5. Ability to communicate well both verbally and written
6. Computer literate with various spread sheets programs, e.g., Excel.
7. Preferred knowledge with accounting software, e.g., FundEZ preferred.

Duties:

1. Responsible to Executive Director.
2. Responsible for full charge bookkeeping including monthly reconciliation of bank statements, general ledger accounts, subsidiary ledgers, preparation of monthly and annual financial statements, A/P, A/R, budget preparation, projection/analysis as needed.
3. Responsible for monthly billing of all contracts and private fees for services
4. Responsible for developing computer programs as needed for reporting.
5. Assist with attendance records for staff, volunteers, participants, etc.
6. Responsible for maintaining financial records in accordance with policies and procedures, retention policy and GAP
7. Assist with compliance with public and private grants and contracts
8. Responsible for preparing various financial reports for presentation to Board of Directors, staff and other outside parties.
9. Attend monthly finance committee meetings and other meetings as requested by the executive director.
10. Other responsibilities as directed by executive director.