



Job Description Accounts Payable / Payroll Accountant

Position Title: Accounts Payable / Payroll Accountant

Reports To: Director of Finance & Administration

Classification: Non-Exempt

Position Summary:

Under the supervision of the Director of Finance & Administration (DFA), the Accounts Payable/ Payroll Accountant will be responsible for all processing of the accounts payable and payroll. This part-time position also includes administrative duties to be assigned by the Director of Finance & Administration.

Primary Responsibilities:

1. Review, enter and process all accounts payable on a weekly basis
2. Maintain all accounts payable files including obtaining current W-9's and processing 1099's annually
3. Work with Financial Assistance staff to process direct child care payments monthly
4. Independently manage all day-to-day activities related to accounts payable, cash disbursements and ensuring accuracy and compliance with established procedures
5. Prepare, process and submit payroll for employees
6. Process retirement account payments on a semi-monthly basis
7. Manage the agency petty cash fund and credit card usage
8. Interact and maintain day-to-day communication with staff, directors, vendors, donors, board members and volunteers
9. Assist the DFA with other financial/accounting/administrative tasks as needed
10. Assist at fundraising and training events when needed
11. Provide quality customer service to all internal and external customers of the agency
12. Follow agency procedures to assure reporting of suspected child abuse and/or neglect
13. Participate in the attainment and retention of CCAA Quality Assurance Accreditation
14. React productively to change and handle all other work-related responsibilities as assigned



Job Description Accounts Payable / Payroll Accountant

Qualifications:

1. An Associate's degree in Accounting, Finance or Business with a minimum of two years' experience which includes account payable processing and administrative duties, preferably in the nonprofit arena.
2. Be able to successfully navigate nonprofit accounting software and have recent and relevant experience with spreadsheet, word processing and database applications.
3. Proficient in Microsoft Office Suite particularly Excel
4. Excellent communication skills
5. Self-motivated to carry out responsibilities independently, pay close attention to detail and accuracy and be able to meet deadlines
6. Valid driver's license and regular access to vehicle covered by liability insurance with limits of \$100,000/\$300,000

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Childcare Resources are employees "at-will". I have read and understand the responsibilities and requirements of this position.