

**TITLE:** Accountant  
**HOURS:** 15-20 Hours/Week Hourly Position  
**REPORTS TO:** Executive Director  
Posted: September 27, 2017

### **LEDA's Mission**

The Lakeshore Ethnic Diversity Alliance works to dismantle barriers to ensure people of all ethnic backgrounds have equal access and opportunity to participate fully in the life of the community.

### **POSITION SUMMARY**

The Accountant is responsible for general ledger management, payroll, account reconciliation, cash receipts processing, depreciation, invoicing, A/R collections, monthly financial statements, and preparing internal budget and grant budgets.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(Duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA)*

- Develop and maintain financial record keeping and reporting systems, as well as confidential files.
- Handle billing, receivables, disbursements, and other general ledger functions.
- Prepare and monitor budgets – internal agency budget and specific grant budgets.
- Facilitate, in conjunction with Executive Director, the annual budget development process.
- Prepare bi-weekly payroll.
- File payroll tax forms including 1099s.
- Reconcile bank, credit card, & investment accounts and prepare related journal entries.
- Produce monthly financial statements for Executive Director and Board of Directors.
- Prepare monthly closing general ledger entries.
- Monitor cash flow and investments.
- Monitor and follow-up on receivables that have been outstanding for unusually long periods of time.
- Oversee, in conjunction with the independent auditor, preparation of annual audit.
- Facilitate, in conjunction with the Executive Director, the employee benefits process.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

### **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

- Combination of related education and non-profit accounting experience is preferred.
- Minimum three years of experience in accounting and/or finance; preferably with a non-profit organization.
- A high degree of knowledge regarding QuickBooks is a plus.
- Solid written and verbal communication skills.
- Strong attention to detail.
- Proven ability to maintain confidentiality and work with sensitive information.
- Strong interpersonal skills and commitment to working with a diverse staff are essential to successfully carry out the duties of this position.
- Commitment to the mission of LEDA.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**To apply**, please send your resume and cover letter to Patricia Strachan, administrative associate, by email at [office@ethnicdiversity.org](mailto:office@ethnicdiversity.org).

### **ABOUT US**

Influenced by national dialogue and research on racial equity, LEDA forms a bridge between formal and informal leaders and individuals throughout our community and region. This model establishes credibility, expertise, and accountability; increases visibility and awareness; and fosters defined, sustainable initiatives and outcomes.

Today LEDA represents a broad cross-section of interests and cultures. Hundreds of volunteers and a growing staff work on initiatives throughout the region, alongside dozens of area CEOs and stakeholders engaged in moving forward a vision of racial equity.

*Lakeshore Ethnic Diversity Alliance is an Equal Opportunity Employer (EOE)*