

# LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

## JOB DESCRIPTION

**Job Title:** Accountant/Analyst

**Salary Range:** \$45,000 - \$55,000 Annual

**Exemption Status:** Exempt

**Reports to:** Chief Operating Officer

At the LEARNING COMMUNITY of DOUGLAS and SARPY COUNTIES, “bringing together the strengths within our communities, we will create a collaborative environment that promotes the development of educational opportunity, resource equity and academic excellence that maximizes the potential of every child.”

### ***General Description:***

The Accountant/Analyst is responsible for ensuring the accurate financial recording and reporting of the organization’s activities, development and monitoring of budgets, assistance with grant budgets and compliance reporting, providing administrative support in the areas of lease, contract and insurance reviews, and analysis of data and outcomes as it relates to the educational program statistics. The Accountant/Analyst supports the Chief Operating Officer and Executive Director of the Elementary Learning Centers in areas of financial responsibilities and data analysis.

### ***Essential Job Duties:***

#### **Accounting and Financial Reporting**

- Responsible for all accounting processes including, but not limited to, processing of accounts payable, invoicing/billing, maintenance of general ledger, reconciliation of accounts, and preparation of financial reports
- Manages monthly payroll and payroll reporting for organization employees (<10) utilizing outside vendor
- Accounting for Council members’ expense reimbursements and per diems for services provided
- Responsible for daily, weekly and monthly cash management and reporting
- Conducts various financial analysis as requested
- Development and annual review of accounting practices and policies for the organization
- Preparation of audit workpapers and requested information for the annual audit and other audits as necessary
- Preparation of information in conjunction with public requests
- Preparation and presentation, when requested, of the monthly treasurers report
- Ensures the security and retention of the organization’s accounting records with appropriate requirements
- Assists with the development and implementation of office procedures assuring compliance with all Governmental Accounting Standards

#### **Administration**

- Reviews and provides oversight of various lease and purchase agreements as entered into by the organization
- Manages and ensures insurance coverage and levels are appropriate to manage and reduce the risk of the organization
- Reviews and manages compliance with contracts for services with educators

#### **Data Analyst**

- Assists with the compilation and analysis of various program data and statistics
- Provides research assistance with various programs identifying appropriate data to gather for future evaluation
- Works with outside data sources with compiling and highlighting data needed by the organization

## **Budgeting**

- Responsible for an overall operating and capital projects budget of \$5 million and county tax levies of \$450 million.
- Assistance and preparation of various organization, program and grant budgets including but not limited to:
  - Elementary Learning Centers
  - Administration
  - Diversity Planning
  - Common Levy General Fund
  - Common Levy Special Building Fund
  - General Fund
  - Capital Projects Fund
- Development of budgets for grants and other funding requests

## ***Desired Qualities:***

- Works a minimum total hours of 2,080 per year
- Attends board and committee meetings as requested (day and evening hours)
- Upholds and demonstrates the organization's values, including providing a work environment that promotes respect and teamwork
- Complies with all organization policies and procedures

## ***Physical Requirements:***

This position requires the ability to work in front of a computer monitor for extended periods of time. Must be able to transport self to and from office location or other location as position demands. Position requires regular daily attendance in the office location.

## ***Qualifications:***

- Bachelor's degree in accounting. CPA preferred but not required.

## ***Experience/Background Requirements:***

- A minimum of 3 years experience as a bookkeeper or accountant with responsibility for budgeting, record keeping, and financial reporting.
- Experience in Not-for-Profit, School District, Educational institution or City, State or County government preferred.
- Computer and software proficiency and competence using all general office equipment.
- Working knowledge of Peachtree Complete accounting and software related to non-profit accounting
- Well-developed interpersonal skills. Ability to get along well with diverse personalities; tactful, mature and flexible.
- Ability to operate independently and "self manage" projects.
- Strong analytical and reasoning abilities.
- High energy level and comfortable performing multifaceted projects in conjunction with normal activities.
- Excellent numeric skills.
- Excellent written and verbal communication skills.

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