



**Areas of Responsibility**

1. Financial Accounting and Reporting
2. Accounts Payable and Receivable
3. Payroll
4. Grants (Fiscal) Reporting and Compliance
5. Audit & Monitoring
6. Policies and Procedures
7. Inventory Valuation
8. Other Administrative Duties as Assigned

Supervision Exercised: None

Supervision Received: Reports to and works under the supervision of the Executive Director

**Primary Job Duties: Supporting and working to achieve REO's mission:**

*"Because REO believes that everyone should have the opportunity for economic independence, REO: **Creates** employment opportunities  
**Educates** individuals, families, and communities  
**Advocates** for the elimination of poverty*

**Financial Accounting, Budgeting and Reporting**

Coordinates all financial accounting and assures that all REO financial transactions are properly recorded.

Ensures compliance with generally accepted accounting principles, federal laws and regulations, state laws and regulations and REO policies and procedures.

Maintains the accounting and financial reporting systems and procedures needed to accurately record and report all transactions. Implements changes or upgrades to the accounting and financial reporting systems as needed to increase efficiency, cost effectiveness or compliance.

Maintains and updates documentation for REO financial operating procedures and systems.

Coordinates preparation of IRS 990 Annual Corporate Return.

Prepares and updates REO's annual corporate and program budgets by coordinating a budgeting process with the Executive Director.

Prepares and submits REO's Indirect Cost Rate Proposal on an annual basis.

Conducts reconciliation of REO bank and investment accounts and monitors account balances. Keeps Executive Director apprised of cashflow balances on a timely basis.

Prepares and distributes monthly financial and budget reports and reviews these on a regular basis with the Executive Director. Reviews other financial reports or information with the Executive Director as needed.

Prepares and distributes program financial reports to the Executive Director (and REO Board), designated grantors and appropriate REO program staff on a monthly, quarterly and/or annual basis.

Prepares and distributes the annual REO payroll calendar.

### **Accounts Payable and Receivable**

Processes payments to contractors, staff members, program participants and all other vendors on a regular basis, as determined by administrative office schedules. Ensures that timely payments are made based on the terms of invoice and/or contracts.

Prepares and submits advance payment and reimbursement requests to grantors. Prepares and sends invoices to fee-for-service clients. Ensures that revenue is received in a timely fashion, based on the grantor or contractor payment terms and ensures adequate cash flow.

Verifies that payments to vendors and contractors fit with the “allowable” and “reasonable” standards and are in compliance with established grant agreements, contracts, leases or other controlling agreements.

Ensures that IRS 1099 statements for independent contractors are prepared and mailed, and that IRS 1096 transmittal is completed on an annual basis.

### **Payroll and Employee Benefits**

Prepares and processes payroll, including direct deposit to employee accounts, withholding and payments to employee benefit accounts and deposits of federal and state taxes.

Maintains Employee online payroll records, timesheets, and benefit statements.

Ensures that state and federal payroll reports, W-2 records, W-3 transmittals, 1099R statements (for employee pension distributions) and IRS 5500 (pension and cafeteria plan) reports are prepared and submitted/delivered on a timely basis, prior to required deadlines.

Accurately tracks annual and sick leave accruals, verifies the accuracy of payroll system balances, and reconciles the vacation fund balance on a quarterly basis or as needed.

### **Grant Reporting and Financial Compliance**

Reviews the financial reporting requirements for all grants, and ensures the required reports are prepared, approved by the Executive Director, and submitted in a timely manner, to meet grant deadlines. Consults other REO staff and contractors as needed to prepare accurate and complete reports.

### **Audit & Monitoring**

Supervises the procurement of an annual audit in accordance with *OMB Regulations* to issue a “Request for Proposals,” select the firm providing the proposal that best matches REO needs and cost considerations and negotiates a contract with the selected firm.

Develops an audit schedule which includes a timeline for advance preparation, field work and testing, auditing conferences, the firms review process and review by the REO board of directors.

Provides ongoing assistance to the auditing firm, ensuring that all requested documents, financial statements, and organizational records are made available as requested, and throughout the auditing process.

Reviews draft audit reports with the auditor and the Executive Director. Arranges for the auditor to present audit findings to the REO Board of Directors.

Coordinates the distribution of audit reports to the audit clearinghouse, grantors and other requesting entities approved by the Executive Director.

### **Policies and Procedures**

REO Operations Manual – updates and maintains policies and procedures related to fiscal transactions.

### **Asset Valuation**

Responsible for asset valuations and, when necessary, capitalization and depreciation of fixed assets.

### **Other duties**

Other duties as assigned.

## **Minimum Qualifications**

### **Education/Experience:**

Preferred: Bachelor's degree in accounting and three or more years related experience.

Experience with non-profit organizations and/or federal grants management is preferred.

Fund Accounting

CPA is preferred.

**Abilities:** manage a fund accounting system; accurately record accrual accounting transactions; research and comply with complex grant regulations and policies; prepare timely and accurate financial statements and grant reports; work independently; communicate effectively in writing and verbally; effectively use computer and other technology resources (especially fund accounting software and spreadsheets); travel occasionally for grant conferences and REO staff meetings and, support and work to achieve the REO Mission.

**Other Requirements:** Some travel required, must have a valid driver's license and auto liability insurance.

**Probationary Period:** One year (12 months).

**Background Check:** Must give permission for background checks necessary to ensure suitability for employment in a publicly funded human service program. All employment offers are conditional, pending review of background and reference checks.