Position Title: Accountant
Department: Accounting
Reports To: Deputy Director and CFO
Date Created: August 2020
Level of Decision Making: Medium to High
Classification: Exempt Position

Agency Mission
“InterFaith Works, through education, service, and dialogue, affirms the dignity of each person and every faith community, and seeks to build relationships and understanding among us.”

Agency Vision Statement
“InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region’s people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community.”

Position Summary:
This position aids the Deputy Director in the operation of the finance department including accounts payable, accounts receivable, statement preparation, and financial reporting to funding agencies.

Qualifications:
Experience dealing with the public, a high level of initiative and creativity, proven ability to be an effective communicator in person and on the phone, ability to handle a variety of tasks and responsibilities effectively, the ability to work with diverse groups of people with diplomacy and discretion. The individual must demonstrate a solid work ethic and punctuality.

- A bachelor’s degree in business administration, accounting or finance.
- Valid New York state driver’s license and reliable transportation.
- Strong financial, quantitative and analytical skills, with ability to make independent judgements on accounting issues.
- Thorough understanding of accrual accounting.
- Detail oriented, with a strong emphasis on accuracy.
- High level proficiency with Quick Books Accounting software.
- Experience with contract management.
Essential Functions:

Accounting
- The Accountant will perform general and advanced level clerical accounting duties for all agency programs using individual judgement and accuracy in the application of accounting procedures.
- Assist in processes related to accounting functions including general ledger, accounts payable and accounts receivable, billing, purchasing, grant, budget development, financial statements, and annual audit.
- Responsible for General Ledger Balance Sheet reconciliation and other assigned functions to complete month-end close of the general ledger.
- Provide Accounts Payable functions including expense allocations and check writing.
- Monitor spending for client funds.
- Monitor cash flow needs and make recommendations as appropriate.
- Manage the credit card accounting ensuring compliance with established internal controls.
- Complete monthly and quarterly reports for payroll management. Reviews timesheets for accuracy and program costing.
- Provide leadership in ensuring that financial deadlines are met for all funding sources including client account spending.

Contract Management
- Provide contract management functions. Create and maintain filing systems to facilitate the completion of monthly financial reports and billing documents for grants as outlined by Chief Financial Officer.
- Maintain and monitor budgets and reporting for all grants ensuring that expenses are accounted for according to contracts and work with program staff to comply with reporting deadlines and fiscal management procedures.

Reporting
- Prepare monthly financial statements for Finance and Board review.
- Supervise submission of program reports, including reports of expenditures to funding sources.
- Assist Chief Financial Officer in preparation for the annual audits and financial program monitoring visits from funders.

To APPLY, PLEASE SUBMIT COVER LETTER AND RESUME TO:
Melissa Morral, H.R. Administrator
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