

Centre Safe Job Description Bookkeeper Staff Accountant

Reports to: Director of Finance

Status: Full-time

Typical Work Hours: 40 Hours per week

FLSA Classification: Non-Exempt

Grade: C

Revision Date: May 2022

Organizational Expectations:

All employees at Centre Safe will demonstrate a commitment to our Core Values:

- Empower survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential, professional, and responsive to identified client and community needs.
- Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
- Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the Centre Safe Employee Handbook and abide by the policies within it. All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances (Criminal Background, Child Abuse, and FBI) upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

Job Summary:

Provide financial services for the completion of essential financial operating functions of Centre Safe. These functions include all payroll processing and processing of accounts payable. In addition, this position maintains a cash receipts and cash disbursements journal, performs bank and credit card reconciliations, and completes all necessary allocations for individual restricted fund accounting. Helps maintain budgets and helps prepare for the annual audit and any on-site reviews.

Essential Responsibilities:

Payroll

- Prepare payroll biweekly and maintains individual employee payroll ledgers and payroll journals.
- Manages activity-based time reporting system for the organization, initiating corrections, or changes as needed.
- Meets with new hires to obtain necessary payroll documents and information.

Financial

- Works with the Director of Finance to assist with the annual budget.
- Assist in the preparation of budgets for grant funding proposals.
- Assists with the preparation of all financial information for the annual audit and cooperates with the audit process.

General

- Maintains cash receipts and cash disbursements journal and completes individual restricted fund accounting allocations using the Center’s fund accounting software.
- Reconciles general ledger accounts and completes bank reconciliations monthly.
- Manages the processing of accounts payable, including allocations to general ledger accounts and grants, as well as timely payments to vendors. Maintains accounts payable files.
- Maintains administrative and financial files.

Other Responsibilities:

- Maintain and increase current knowledge in the field and professional effectiveness through attendance seminars, workshops, in-service, and professional development sessions
- Participation in staff and team meetings
- Participate Centre Safe office staffing in State College and staffing of the hotline during off-hours
- Participate in Center committees and teams when appropriate.

Qualifications:

- Bachelor’s Degree or Associate degree and 2 years of experience in accounting required. Experience with non-profit and fund accounting is preferred.
- Ability to interact professionally with diverse groups of individuals
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Computer proficiency at an intermediate level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, spreadsheet programs (Microsoft Office programs preferred) and accounting software.

Supervisory Responsibility: No supervisory responsibilities.

Working Conditions: Typically in an office setting, computer work with requirements to travel to other offices in and around Centre County as determined by the needs of the organization. Should expect to work some evenings, weekends, and early mornings.

This job description is not a comprehensive list of all activities, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.

Employee Name _____ Signature _____ Date _____

Supervisor Name _____ Signature _____ Date _____