

## **JOB DESCRIPTION**

### **Accountant, Business Operations**

**Department:** Business Operations

**Location:** Naperville, IL

**FLSA Status:** Exempt

**Travel:** 5%

**Reports To:** Business Operations Manager

**Version Date:** March 2019

#### **Summary:**

The Associate Director of Accounting will be involved in all four areas of accounting: General, Payroll, Accounts Receivable, and Accounts Payable. The Accountant will review, prepare, reconcile and analyze accounting records and financial reports. This role will be responsible for the weekly Accounts Payable processing, bi-monthly payroll processing, and periodic Accounts Receivable processing.

#### **Job Duties and Responsibilities:**

##### General Accounting -

- Monitors, reviews and verifies accounting records and transactions for accuracy, timeliness, and adequacy of supporting documentation.
- Ensures compliance with internal policies, agency rules and regulations, and generally accepted accounting principles.
- Clarifies or researches issues as necessary.
- Provides input for the development of accounting applications, reports, forms, records and documented procedures.
- Assists in development of financial projections and forecasts as well as the annual budget process.
- Prepares monthly balance sheet account reconciliations.
- Assists in the annual external audit.

##### Accounts Payable & Receivable –

- Performs vendor management.
- Answers any vendor inquiries.
- Prepares the weekly invoice payment processing including necessary reporting and integration with accounting software.
- Assists in monthly closing and analysis.
- Assists in audit of bi-monthly expense reports.
- Proficient in SalesForce

##### Payroll –

- Process bi-monthly payroll.
- Manage new hire paperwork and Business Operations' on-boarding duties.
- Perform training as needed on MyADP.

- Assists with payroll tax issues as needed.
- Assist with administration of benefits package.

### **Qualifications/Skills:**

- Bachelor's degree in accounting, business or related field
- 1-3 years of related experience, not-for-profit preferred
- Excellent verbal and written communication
- Experience with a Blackbaud FE NXT, ADP or SAP Concur a plus.
- Strong Microsoft Excel capabilities including the ability to create formulas in Excel.
- Proven track record of being forward thinking and creative
- Excellent verbal and written communication skills
- Ability to prioritize, multi-task and adapt to shifting priorities in fast-paced, deadline-oriented environment
- Strong analytical and problem-solving skills
- Attention to detail
- Self-starter
- Team player with strong interpersonal and collaborative skills
- Motivated by key performance goals and deadlines
- Ability to relocate to Passages office in Naperville, IL
- Ability to travel in the US and internationally to Israel

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*This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.*

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