



Accounting Director

Position Title: Accounting Director
Pay Rate: Salary – Full Time - \$55,000 annually
Status: Exempt Employee
Reports To: Executive Director and Resource Development Director

JOB DESCRIPTION:

The Boys & Girls Club of Bloomington is in search of a self-directed and experienced accountant to process all financial, accounting and donor database activities. Works in conjunction with the Resource Development Director and Executive Director to ensure the smooth business operations of the accounting and fundraising processes of the Boys & Girls Clubs of Bloomington. This position will NOT do any fundraising, but supports all clerical and administrative work of the Resource Development department as well as the accounting for the whole organization. This is a fantastic opportunity for a professional who thrives in a busy work place and is well-versed in working closely with senior management.

RESPONSIBILITIES:

- Processing all revenue and expense transactions in QuickBooks accounting software.
- Process all cash receipts from donors and members including checks, ACH's, and on-line credit card transactions.
- Process all cash disbursement by check and on-line transactions, including ADP payroll processing and employees credit cards.
- Cash management and bank reconciliations.
- Processing bi-monthly ADP payroll.
- Benefit administration including 401k, health insurance, dental, disability and life insurance.
- Keep up to date on current HR trends related to payroll and benefit administration.
- Monthly financial statement preparation for the Board of Directors.
- Consistently analyze financial data and present financial reports in an accurate and timely manner. Monitor progress and changes and keep senior leadership abreast of organization's financial status.
- Coordination of the annual audit and tax return with auditors.
- Participate in the annual operating budget process.
- Develop and manage financial controls in accordance with the company's procedure.
- Input all donation revenue into the donor database, Bloomerang.
- Update donor files (hard and electronic).
- Using the donor database, generate and mail acknowledgements, thank you letters, receipts, invoices, pledge letters, etc. for all donor gifts including in-kind.

- Monthly reports generated from the donor database for the Board of Directors.
- Run reports and execute queries from the database to fulfill mailing requests and Development Department data reports.
- Provide spreadsheet and word processing support on donor records, files, and statistics, donor campaigns, and other Development areas.
- Provide customer service to donors including contacting them via phone and/or email when their credit cards expire, to clarify pledges, to follow-up on pledges in arrears, to respond to request from donor for information about their gifts, etc.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Minimum 5-years experience in accounting or financial management, or a relevant combination of related experience and education, **required.**
- Bachelor's Degree in Business, Accounting, Finance, or related field, **required.**
- PC proficiency, and experience with excel and word-processing, **required.** Comfortable working for long periods of time during the day on a computer.
- Knowledge of and experience with database entry and management, **preferred.** Specific experience with QuickBooks, ADP payroll, Bloomerang, a plus.
- Prior administrative support experience in a fast-paced environment, **preferred.**
- Strong interpersonal and communication skills.
- Strict attention to details in all tasks.
- Analytical, organizational and prioritization skills.
- Self-motivated and self-directed
- Ability to work closely with a senior management team
- A proven record of working cooperatively and flexibly as part of a team.
- Works well in results driven environment, meets deadlines, and tracks activities.
- Comfortable speaking on the phone and in person with donors and other stakeholders in a one-on-one setting.
- A high level of integrity and honesty as there will be work with sensitive data.
- Ability to multi-task, set priorities, and maintain a positive attitude at all times, especially during times of increased workload.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.