



Job Description

DEPARTMENT	Finance and Administration	LOCATION	100 Venture Way Hadley, MA 01035		
CURRENT JOB TITLE	Accountant	PROPOSED JOB TITLE	Accountant		
REPORTS TO	Controller	DIRECT REPORTS	None		
POSITION #		FLSA STATUS	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		
ENTRY LEVEL REQUIRMENTS: Education/Certificate/License		ENTRY LEVEL REQUIREMENTS: Skills and/or Experience			
<ul style="list-style-type: none"> Bachelor's degree in Business, Finance or Accounting required 		<ul style="list-style-type: none"> Minimum of 2 years of accounting experience, preferably in a nonprofit, tax-exempt organization Some knowledge of Generally Accepted Accounting Principles (GAAP) and Office of Management and Budget (OMB) Requirements, preferred Proficient in the use of MS Office; proficiency in AccuFund preferred 			
ROLE DESCRIPTION					
<p>Identifies performance objectives that are aligned with NCIIA's mission, goals, and strategies. Performs assignments against established department goals, project objectives, time frames, and budgetary parameters. Resolves problems based on NCIIA policies and standard procedures used within the assigned department. Understands key organizational drivers that influence the execution of initiatives, programs, and/or work processes within assigned department. Demonstrates level of knowledge and skills within own discipline to consistently meet requirements of assigned department.</p>					
ESSENTIAL DUTIES					
<ol style="list-style-type: none"> Maintains the integrity and accuracy of accounting data within NCIIA's accounting system Reconciles general ledger accounts on a monthly basis Monitors cash balances, cash deposits, and bank reconciliations Conducts all activities related to A/P, A/R, as well as all purchasing and procurement processes and reconciliations Processes the bi-weekly payroll and all 1099 payments, ensuring data integrity, quality and timeliness in all payroll reports Administers the employee benefits programs, and serves as a staff resource regarding benefits design, eligibility, etc. Maintains all personnel files and the Employee Handbook, and manages all new hire and terminations activities Oversees the NCIIA membership activities and related database, records, and files 					
CORE COMPETENCIES REQUIRED					
Achievement Orientation		A2: Raises the Bar			
Collaboration		C1: Participates Willingly			
Organizational Commitment		O1: Models Organizational Loyalty			

KEY PERFORMANCE INDICATORS

- Adherence to all standard accounting practices and financial reporting requirements.
- Data Integrity and data accuracy.

KEY RELATIONSHIPS

Internal: Controller, Accountant, Administrative Services Associate, and other NCIIA Coordinators and Associates

External: Select Vendors

PHYSICAL DEMANDS and WORK ENVIRONMENT

While performing the duties of this job, the employee is required to sit at a desk with ergonomically appropriate equipment. The noise level in the work environment is usually moderate. Reasonable accommodations will be made to enable individuals with disabilities to perform his/her essential job duties.

EMPLOYEE SIGNATURE

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that NCIIA may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name _____

Date: _____

Employee Signature _____

DOCUMENT CONTROL

Initial Document

May 28 , 2013