ACCOUNTANT

POSITION OVERVIEW
Innovation, collaboration, inclusivity, and proactivity are highly valued at COMPASS. The Accountant performs a key role. The Accountant understands, applies, and ensures compliance with applicable federal and state regulations, guidelines, and laws. The Accountant compiles the annual Unified Planning Work Program and Budget and its periodic revisions, prepares monthly federal grant billings, prepares financial statements and reports for internal and external users, and facilitates the annual financial statement audit.

EXAMPLES OF WORK
- Ensure compliance with all applicable federal and state funding requirements and principles, particularly Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Reconcile job cost reports to general ledger totals and post necessary job cost adjustments each month
- Calculate annual indirect cost rate and facilitate annual indirect cost audit
- Prepare monthly grant billings, matching expenses with appropriate funding source, collecting appropriate supporting documentation, and posting invoices to accounts receivable
- Reconcile general ledger balance sheet accounts monthly and prepare bank reconciliations
- Prepare and post adjusting general journal entries
- Prepare and post cash receipts entries throughout the month, as payments are received
- Compile the annual financial statements, notes, and management discussion and analysis, in accordance with current Governmental Accounting Standards Board (GASB) Statements
- Prepare financial schedules under the Single Audit Act and Required Supplementary Information
- Prepare work papers for annual independent audit, as well as for other audits from federal and state agencies, and work directly with the auditors to address questions
- Compile the annual Unified Planning Work Program and Budget and its revisions, in collaboration with management and staff.
- Prepare quarterly financial reports for distribution to the COMPASS Board of Directors Finance Committee
- Prepare periodic financial reports for internal users
- Maintain knowledge level and monitor changes in applicable federal and state regulations
• Document procedures accurately and in detail, and make improvements to enhance efficiency
• Perform other duties as assigned

REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING
• Accuracy and attention to detail are crucial for success in this position.
• Ability to work independently and apply professional judgment
• Ability to meet demanding and competing deadlines, and handle reprioritized tasks on occasionally short notice
• Ability to work collaboratively and develop working relationships across the organization and with member agencies
• Attention to detail
• Professional communication skills, both verbal and written
• Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public
• Proficiency working with Excel spreadsheets and accounting software
• Competency with MS Office applications, including Word and PowerPoint, as well as the ability to learn new computer applications
• Experience with accounting for federal grants preferred.
• A bachelor’s degree with specialization in accounting or related field preferred but not required
• Experience with SAGE 100 accounting software a plus.

SPECIAL REQUIREMENTS
• Must be able to successfully pass a background check process which includes reference and criminal history checks

WORKING CONDITIONS
The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Occasionally lifting/carrying up to twenty pounds.
• Occasionally pushing/pulling up to twenty pounds.
• Work includes sensory ability to speak and hear; also includes close and distance vision
• Requires hand/finger dexterity
• Employees will sit, stand, and walk
• Work environment includes inside conditions
• Employees may drive a vehicle as part of this position, in various weather and road conditions

CLASSIFICATION
This is a full-time, exempt position.

SALARY RANGE
Anticipated hiring range: $60,777 to $81,036
Starting salary is dependent on job classification, skills, experience, and education.

**HOW TO APPLY**
Submit resume, cover letter and salary history/requirements electronically to Megan Larsen at mlarsen@compassidaho.org.

The position is open until filled.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran’s preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*