

JOB POSTING

POSITION TITLE: Contract Accountant

Cornerstone Assistance Network is a non-profit, faith-based agency established in 1992 to meet the needs and restore the hope of individuals and families suffering under the burden of poverty in Tarrant County. Cornerstone is a multi-service organization providing services that include emergency relief, prison re-entry, and healthcare. We are seeking an accountant to provide contract services.

STATUS: Contract, 8-10 hours/week

BEGINNING DATE: Immediate

REPORTS TO: Chief Administrative Officer

PURPOSE: This position will provide support for the Chief Administrative Officer by providing Board, Grant, and general accounting services as listed in Duties and Responsibilities, or otherwise assigned by CAO for preparing Board Reports, Grant Reimbursement Requests, and providing general accounting services such as allocation calculations, journal entries, and assisting with annual program budget preparations. Must have Quickbooks experience.

DUTIES AND RESPONSIBILITIES:

- Prepare monthly Board Report using financial information from QuickBooks and Excel spreadsheets
- Prepare monthly Reimbursement requests for grants as assigned by CAO
- Provide administrative allocation and utilities allocation calculations each month, including QuickBooks journal entries
- Update monthly grant balance Excel spreadsheets
- Prepare budget worksheets for program directors to complete budgets; calculate salaries and benefits for employees
- Enter budgets in QuickBooks as needed
- Other duties as assigned by CAO

KNOWLEDGE, SKILL, AND ABILITIES:

- Knowledge of financial operations, laws, and terminology
- Knowledge of federal and non-federal regulations and operation policies preferred
- Experience in grant reporting at local, state, or federal level preferred
- Strong interpersonal skills with a high degree of analytical ability
- Verbal and written communication skills
- Strong accounting and bookkeeping skills, particularly with Quickbooks Software
- Strong computer skills
- Ability to design, analyze, and prepare financial reports and spreadsheets
- Ability to monitor expenditures and maintain data
- Ability to maintain confidentiality

MINIMUM QUALIFICATIONS:

Education: Minimum of Bachelor's degree in related field plus five (5) years' experience
Experience with Quickbooks Software

Website: www.canetwork.org

Submit resumes to Kay Doyle, Chief Administrative Officer at: KDoyle@canetwork.org