



JOB DESCRIPTION

ACCOUNTANT

The leadership of Family and Workforce Centers of America (FWCA) has a history of serving the St. Louis community for over 30 years. FWCA has an immediate opening for **Accountant**.

POSITION SUMMARY

Perform a variety of accounting functions to support the financial operations of Family and Workforce Centers of America.

DUTIES AND RESPONSIBILITIES

- Accounts Payable
- Maintain an orderly accounting filing system
- Collect receipts from FWCA divisions, record and prepare deposits
- Process reimbursement request from FWCA grant contractors
- Review and Enter Credit Card transactions
- Conduct periodic reconciliations of grant expenditures
- Prepare government and corporate grant/agreement invoices in a timely manner to maximize receipt of revenues.
- Process monthly journal entries
- Conduct monthly reconciliation on bank account and credit cards
- Assist in preparation for monitoring visits and financial audits.
- Assist with processing payroll and posting of journal entry in a timely manner.
- Verify tax payments made on behalf of FWCA, 1099s and 990.
- Assist in creation and maintenance of FWCA grant and operating budgets
- Comply with local, state and federal government reporting requirements
- Assist Fiscal Manager – Finance and FWCA staff as requested

SKILLS AND COMPETENCIES

- Proficient in MS Office with advance Excel skills
- Strong organizational skills and detail oriented.
- Ability to multitask and effectively prioritize work to meet deadlines.
- Excellent communication and analytical skills.
- Basic knowledge of Generally Accepted Accounting Principles.

EDUCATION

BA, BS, AA in Accounting, Business Administration or Business Services; 2 years' experience in bookkeeping.