



## **POSITION ANNOUNCEMENT Reno, NV**

### **CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS**

#### **Accountant – Procurement and Contracts Finance**

**Application Deadline: January 31, 2022**

**Salary Range: \$45,000 – \$60,000 per annum, DOE  
FLSA Status: Exempt**

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization is seeking applications to fill the position of **Accountant-Procurement and Contracts in Reno, NV**. This position will build on the NCJFCJ's exceptional 84-year record of improving courts and systems' practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View NCJFCJ's current initiatives at: [www.ncjfcj.org/about](http://www.ncjfcj.org/about).

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values team members who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

**This full-time Accountant-Procurement and Contracts position is located in Reno, Nevada.** With a population of over 268,500, Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, hunting, fishing and mountain climbing are all activities Reno residents and visitors enjoy. For more information please visit <https://www.washoecounty.us/>.

The selected candidate will support the Accounting Manager and work independently as well as in a team environment.

The successful candidate for the **Accountant-Procurement and Contracts** position will provide accounting support and perform tasks including:

- Database Management, knowledge of MemberSuite a plus
- Advanced Knowledge of Excel
- Perform technical accounts maintenance in accordance with GAAP
- Prepare daily, monthly, quarterly, and yearly reconciliations

- Experience with bidding processes and procedures
- Purchasing experience
- Experience in contract administration
- Provide support in specialized accounting functions as assigned
- Deep commitment to racial equity and access to justice

For more information regarding the work experience, educational requirements and essential job functions, please refer to the **Accountant** job description attached.

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

**FOR FULL CONSIDERATION, applicants must submit the following no later than MONDAY, JANUARY 31, 2022:**

- Tailored Letter of Interest,
- Résumé or CV,
- NCJFCJ Application

*~ NCJFCJ is proud to be an Equal Opportunity Employer ~*

# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

## ACCOUNTANT

<b>Job Data</b>	<b>Pay Grade: PRO1</b> <b>FLSA Status: Exempt</b> <b>Reports To: Accounting Manager, Finance Director</b> <b>Effective Date: March 3, 2015</b>
<b>Job Summary</b>	<p>The Accountant will provide assistance and support to the Finance Department and the organization through the performance of duties of a responsible nature requiring initiative and discretion in accordance with accounting functions and controls; management of financial projects with a strong emphasis on utilizing computer technology; and responding promptly and accurately to requests for information and assistance from team members, members of the organization, and the general public.</p>
<p><b><i>In the performance of their respective tasks and duties, <u>all team members</u> are expected to practice and apply the following principles:</i></b></p> <ul style="list-style-type: none"> <li>• Grasp broad overview of the NCJFCJ and develop working knowledge of its programs and services</li> <li>• Follow organizational and departmental policies, procedures, protocols, and systems</li> <li>• Perform quality work, with or without direct supervision</li> <li>• Interact professionally and respectfully with all colleagues, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public</li> <li>• Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor</li> <li>• Work independently while understanding the necessity for communicating and coordinating work efforts with managers, team members, and other organizations</li> <li>• Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner</li> <li>• Be self-motivated and highly responsive to individuals, colleagues, members, and the organization</li> <li>• Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills</li> <li>• Approach work with a positive attitude, sense of humor, and energy</li> <li>• Willingness to continuously learn and be flexible</li> <li>• Use discretion in managing sensitive, proprietary, or confidential information</li> <li>• Be responsible stewards of the organization's resources</li> </ul>	
<p><b>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</b></p>	
<b>Essential Functions Required</b>	<p><b>Essential functions and responsibilities may include, but are not limited to, the following:</b></p> <ul style="list-style-type: none"> <li>• Prepare and/or review entries to the general and subsidiary ledgers to assure accuracy and compliance with established accounting principles and procedures</li> <li>• Assist with preparation for financial audits as required by organizational policies and governmental regulations</li> <li>• Provide analysis of accounting data as needed for management review</li> <li>• Prepare financial reports as may be required</li> <li>• Assist in planning, implementation, and maintenance of database and accounting systems</li> <li>• Learn all duties at all levels of the Department and provide assistance, support, and backup for other staff members</li> <li>• Other duties as assigned*</li> </ul>
<b>Education and Work Experience</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree from an accredited university in accounting, finance, or similar areas of study; advanced degree preferred</li> <li>• At least two years' experience performing professional accounting work, or</li> </ul>

## JOB DESCRIPTION ACCOUNTANT

	<ul style="list-style-type: none"> <li>• Experience with computerized accounting systems required</li> <li>• Equivalent combination of training, education, and experience in a relevant field</li> <li>• Passion or preference for working in a non-profit or grant-funded environment</li> </ul>
<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Working knowledge of generally accepted accounting principles including cost, managerial, and fund accounting principles and practices</li> <li>• Familiarity with preparation of financial statements and working with budgets</li> <li>• Proficiency completing basic and complex account reconciliations</li> <li>• Knowledgeable in completing month-end and year-end close cycles</li> <li>• Knowledge of office procedures and systems</li> <li>• Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (intermediate to advanced knowledge of Excel preferred), and accounting database systems and related technology (Abila MIP preferred)</li> <li>• Ability to manage files and maintain records in compliance with recordkeeping policies</li> <li>• Strong, effective communication skills, both verbally and in writing</li> <li>• Ability to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail</li> <li>• Able to comfortably manage multiple tasks and projects utilizing time management and organization skills</li> <li>• Knowledge of proper telephone and email practices and etiquette</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Extended periods of sitting</li> <li>• Extended use of desktop/laptop computer and peripheral equipment</li> <li>• Read and analyze fine print for extended periods</li> <li>• Occasional stooping, standing, carrying</li> <li>• Occasional lifting up to 50 lbs. (with assistance)</li> </ul> <p><b>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</b></p>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• Fast-paced, high-pressure, professional office environment</li> <li>• Evening, weekend, holiday, and overtime work may be required</li> <li>• Infrequent travel, locally and nationally, may be required</li> </ul>

*\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.*

# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION SPECIFICATIONS -- ADDENDUM

## *ACCOUNTANT - PROCUREMENT AND CONTRACT FOCUS*

<b>Job Data</b>	<b>Department: Finance</b> <b>Reports To: Accounting Manager, Finance Director</b> <b>Date: December 27, 2021</b>
<b>Purpose of Addendum</b>	<p>This Position Description Addendum outlines the characteristics that may be unique to this Accountant position. This Addendum includes those projects, duties, and roles of the position that may not be included within the context of the formal job description for the position held by this incumbent.</p>
<b>Other Duties as Assigned</b>	<ul style="list-style-type: none"> <li>• Develop and maintain working relationships internally and with affiliates including the State of Nevada, University of Nevada, Reno, partners, suppliers and any other applicable governmental agencies</li> <li>• Develop and enforce procurement templates, guidelines, standards, and operational procedures for use in the administration of purchasing functions and activities for grant/non-grant functions</li> <li>• Evaluate operational performance, review work methods, templates, procedures, and implement changes in work processes to enhance efficiency</li> <li>• Provide interpretations and advice regarding compliance with purchasing and contracting processes, procedures, regulations, and laws</li> <li>• Receive purchase requisitions, confer with colleagues regarding their requirements and available options, review for accuracy and adherence with federal requirements, identify joinder bid opportunities, and evaluate for compliance with internal policies and procedures for procurement</li> <li>• Determine when competitive bidding requirements must be met, prepare bid documents as appropriate, advertise requests for proposals, review and evaluate responses, and recommend successful bidder</li> <li>• Provide purchasing recommendations throughout the NCJFCJ, develop contract language and review proposed agreements for protection of NCJFCJ's interests</li> <li>• Investigate sources of supply to determine most advantageous method of procurement at the least cost and best delivery time</li> <li>• Establish, review, revise, evaluate templates, compliance, and provide training to users for purchasing and procurement internal controls</li> <li>• Investigate and propose arrangements for disposal of surplus property in accordance with applicable laws and internal policies</li> </ul>
<b>Additional Education or Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Accounting functions with strong emphasis in Microsoft Excel and accounting software (current provider is MIP Fund Accounting)</li> <li>• Five years' experience in purchasing and contract administration, preferably in a government or nonprofit agency</li> <li>• Professional certification in purchasing and/or paralegal certification preferred</li> </ul>
<b>Additional Comments</b>	<p>Under direction of the Finance Director, this position will plan, coordinate, direct and administer the purchasing and procurement functions of the NCJFCJ from bid requirements to vendor selection to contract administration while ensuring compliance with federal grant requirements and appropriate internal controls for purchasing and procurement</p>