

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

ACCOUNTANT

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

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	<ul style="list-style-type: none"> • Experience with computerized accounting systems required • Equivalent combination of training, education, and experience in a relevant field • Passion or preference for working in a non-profit or grant-funded environment
<p>Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> • Working knowledge of generally accepted accounting principles including cost, managerial, and fund accounting principles and practices • Familiarity with preparation of financial statements and working with budgets • Proficiency completing basic and complex account reconciliations • Knowledgeable in completing month-end and year-end close cycles • Knowledge of office procedures and systems • 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) • Ability to manage files and maintain records in compliance with recordkeeping policies • Strong, effective communication skills, both verbally and in writing • Ability to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • Knowledge of proper telephone and email practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p>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.</p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office environment • Evening, weekend, holiday, and overtime work may be required • Infrequent travel, locally and nationally, may be required

**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.*