



ASOCIACION DE PUERTORRIQUEÑOS EN MARCHA, INC.
JOB DESCRIPTION

Job Title: Accountant
Supervisor: Director of Budget & Audit

The Accountant reports to the Director of Budget & Audit and performs accounting duties of simple to moderate complexity, handles all fiscal activities with respect to program management and the affiliates to ensure completed timely and accurately, ensure accuracy of fiscal reports, prepares programs' financial reports and budgets, assists the Director of Budget & Audit as requested, and performs related work as assigned.

1. Implement and enforce internal control procedures, suggest recommendations for the revision of financial accounting policies and procedures manual, including payroll, cash disbursement and receipts, fixed assets, investments, among others.
2. Review chart of accounts; recommend the set up of new accounts and maintains general ledger; prepares journal entries and ensure all accounts are reconciled on a timely basis; prepare monthly bank reconciliation statements for all bank accounts.
3. Assist with the preparation of budgets, forecasts and prepares budget revisions as required; monitor budget versus actual expenditures and perform variance reporting.
4. Responsible for preparation of indirect cost allocation for common costs, and review list of current staff billed to the property and their positions.
5. Ensure that billing to funding sources and follow up on outstanding receivables are done in a timely manner.
6. Prepare and/or review payment vouchers and ensure that they are correctly coded, adequately supported with documentation and are paid on time.
7. Generate monthly, quarterly and annual reports, including financial statements, for the Director of Budget & Audit and Senior Vice President of Finance & Administration.
8. Responsible for assisting with the annual financial audit, including preparation of schedules, performing analysis and providing support documentations.
9. Responsible for ensuring that all insurance policies including general liability and property insurance, among others are current and on file.
10. Responsible for being aware of funder grants and contracts, including any special provisions pertaining to expenditure of funds, budgets, and financial reporting.
11. Act as custodian of contracts and other corporate documents, and ensuring that all contract documents are renewed and current.
12. Perform other duties as assigned by the Director of Budget & Audit.

Qualifications:

- Four year Accounting Degree and two years of accounting experience with a finance department in non profit, or relevant experience.
- Knowledge of generally accepted accounting principles (GAAP) and practices.
- Basic knowledge in governmental accounting and auditing standards (GAAS)
- Knowledge in fund accounting an advantage.
- Computer knowledge, especially in Microsoft Excel and Word, among others.
- Knowledge of automated financial systems, including FundEz, QuickBooks, Propertyware and Great Plain accounting software, among others.

Revised 3/18