

# UNION SETTLEMENT

**Position:** Fund Accountant  
**Department:** Finance  
**Reports to:** Controller  
**Hours:** Full-time  
**FLSA:** Exempt  
**Reviewed:** 1/16/2018

## **Responsibilities:**

- Review all programs' budgets and contract guidelines.
- Monitor monthly budget and expenditures. Communicate variances to program directors, when necessary, as well as informing CFO on possible line item under-spending and suggesting budget modifications.
- Gather invoices and record journal entries.
- Prepare external reports and claims to for funding sources by appropriate due dates.
- Maintain analysis of claims and receipts on a monthly basis and submit to CFO.
- Prepare account receivable reconciliations monthly and record the appropriate journal entries.
- Discuss monthly financial statements with program directors, if necessary.
- Prepare audit schedules and requested documents by auditors when necessary.
- Liaison with agency program director and independent auditors.
- Additional duties as assigned.

## **Qualifications:**

- Bachelor's Degree in Accounting, and one year of demonstrated experience working in a non-profit environment or an Associate's Degree in Accounting and 3 years experience.
- Demonstrated experience and knowledge of government contracts and multiple funding sources, and knowledge of general accounting principles.
- Strong computer skills, with demonstrated experience in accounting software, especially in Microsoft Excel and Word.
- Knowledge of MIP accounting software desirable.
- Must be able to work independently and meet deadlines while coordinating with fiscal team.
- Excellent written and verbal communication skills and organizational skills essential.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org). Please indicate Fund Accountant in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY  
EMPLOYER**