



POSITION AVAILABLE

Title: **Accounting Associate**

Summary: The Accounting Associate is responsible for a variety of accounting and support responsibilities for NCA and its NonProfit Advantage (NPA) agency clients. A range of skills and knowledge of organizational policies and procedures, accounting and financial processing, and fiscal program compliance is required. Experience with and accounting software, preferably QuickBooks is necessary.

This position encompasses specific accounting duties, including processing accounts payable and receivables, administrative activities to support NCA's government grant contracts, and special projects as required by the financial management staff and executive director.

Specific Responsibilities:

Operations

- Process accounts payable (including allocation of charges and payment of bills)
- Process accounts receivable (including deposits and invoices/billings to clients and funders)
- Post General Journal Entries
- Reconcile bank accounts
- Assist with preparation of monthly financial statements
- Assists in annual budget process
- Maintain accounting records of clients in QuickBooks
- Compare budget to actual throughout the year to assure costs are within budget
- Develop and maintain a good working relationship with NPA clients

Other Duties

- Preparing and making bank deposits
- Filing appropriate paperwork for NCA and per client agency
- Going to the post office for mailings, sending registered mail or purchasing stamps
- Following up with designated contact at agency clients as needed (verbally/writing)
- All other duties as assigned

Qualifications:

- College degree preferred.
- Five or more years of general office experience including two years of relevant accounting experience
- Effective communication skills; oral and written
- Well-developed interpersonal skills; including diplomacy, tact, and patience.
- Proven track record to initiate activity, manage issues, services, and tools
- Strong project management, time management and organizational skills; detail-oriented
- Enjoy working independently with some degree of flexibility and ambiguity
- Skills working with Word, Excel, Outlook, and accounting software, preferably QuickBooks
- Experience working with clients and capability to relate to staff of community based nonprofit organizations
- Ability and willingness to take initiative wherever necessary to accomplish required tasks

Note: Prior to hiring a person will be fingerprinted and a criminal background check will be performed. A check of the person's driving record will also be made. Proof of any college degree(s) and/or coursework and/or other training and/or certifications/licenses must also be provided upon hiring.

SALARY: \$41,500

BENEFITS: Medical, dental, vision, life, and disability insurance. 403b retirement plan. Paid vacation and personal time.

TO APPLY: Send resume to ldangelis@gcnca.org (Lee DeAngelis, Director, Support Services)

GREATER CLEVELAND NEIGHBORHOOD CENTERS ASSOCIATION (NCA). Our mission is to support and strengthen education for children, families, and older adults and to advocate for the social, economic, and political well-being of Greater Clevelanders. Through the Partners for Student Success (P4SS) program, NCA provides after school and summer programming to primarily Cleveland public schools. P4SS program outcomes focus on academic enrichment, positive youth development, career and college readiness, and parent engagement. Through IConnect, NCA serves older adults with programming via the Internet, telephone, and in-person at selected sites. IConnect helps older adults reduce social isolation by increasing social interaction, participating in activities with others, and engaging in new experiences. Through NonProfit Advantage (NPA) we provide finance and accounting and other business support services for community-based organizations. It is the policy of NCA to provide equal employment opportunities to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, ethnicity, disability, or sexual orientation. Our office is located at 1814 East 40th St., Suite 4D, Cleveland, OH 44103.