



JOB DESCRIPTION | Accountant

Position Title: Accountant

Employment Status: Full-Time

Supervisor: Chief Financial Officer

Salary Range: \$40,000 - \$50,000 per year

The mission of All Star Children's Foundation (ASCF) is to build a brighter future for children in foster care through innovation, science, and compassion. ASCF is situated on a 5-acre campus that includes a pediatric mental health treatment and research center, along with 6 single-family foster homes. Foster parents and children on campus receive comprehensive intervention and support services from a team of trauma-informed professionals.

ASCF seeks an experienced Accountant to work closely with the Chief Financial Officer on a variety of routine and complex accounting functions including financial recordkeeping, Medicaid billing, and administrative support for both human resources and facility operations. This position supports ASCF staff members as well as interacting with outside vendors on a regular basis. It is essential that the Accountant embodies trauma-informed principles of creating a space of safety, trust, collaboration, and compassion.

A successful candidate will have the following qualifications:

- High School diploma or equivalent required; Bachelor's degree in Accounting or Finance preferred
- Minimum 5 years of accounting experience required; experience in a nonprofit preferred
- Minimum 5 years of experience using Quickbooks and Excel required
- Strong competency in other Microsoft applications, including Word and Outlook
- Strong work ethic and detail-oriented; performs all tasks accurately and efficiently
- Highly motivated, self-starter who can work diligently with minimal supervision
- Effectively self-reviews work product and produces limited errors
- Strong skills in organization, prioritization, and time management
- Excellent problem solving skills and sound judgement
- Strong communication skills, both written and verbal
- Can maintain utmost confidentiality of sensitive information
- Candidates will be required to undergo and successfully pass a background check and drug screening prior to employment.

Essential Duties and Responsibilities:

- Apply accounting principles and practices following standardized, well-established procedures
- Perform all Accounts Receivable functions; record daily cash receipts and work closely with the Development team to ensure accurate monitoring, reconciliation, and reporting of all donations
- Perform all Accounts Payable functions; review invoices for proper approval, process payment, coordinate check signing, and properly file documentation both electronic and hard copies
- Review credit card expenses and receipts and enter into Quickbooks daily
- Perform general accounts analysis and bank reconciliations on a monthly basis
- Record monthly accrual journal entries
- Assist in completing allocations and reports related to government and private grants/contracts
- Assist with the preparation of financial-related materials for audits
- Ensure that the operational and design effectiveness of internal controls is maintained
- Ensure accounting systems and processes are continually streamlined via process improvement and automation to achieve greater efficiencies, accuracy, and timeliness of reporting
- Submit monthly claims billing; perform Medicaid and Sunshine Health credentialing process for employees
- Assist CFO with onboarding and administrative HR duties
- Monitor fixed assets and IT inventory
- Coordinate with staff and vendors for facility needs

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

Judgement	Makes sound decisions; bases decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.
Problem Solving	Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.
Organization	Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions.
Cooperation & Teamwork	Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
Quality of Work	Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.
Reliability	Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
Support Diversity	Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; applies the ASCF's commitment to cultural proficiency; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, gender identity or expression or sexual orientation; recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
Leadership	Inspires and motivates others to perform well and accepts feedback from others.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

ASCF an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ASCF makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.