

VILLAGE OF PROGRESS, INC.

JOB DESCRIPTION

JOB TITLE: Accountant

RESPONSIBLE TO: Executive Director

DATE: Revised 5/25

FLSA STATUS

EXEMPT: X

NONEXEMPT:

**EMPLOYMENT
STATUS**

REGULAR	X
TEMPORARY	
VARIES	
FULL-TIME	X
PART-TIME	
VARIES	

PRIMARY PURPOSE:

The primary purpose of this position is to implement and maintain an informative and accurate system of accounting that complies with generally accepted accounting standards and Federal and State guidelines.

SPECIFIC DUTIES: (Listed in general order of importance)

Office

1. Complete and audit on a monthly basis the Financial Summary, Financial Statements, Accounts Receivable Aging, Accounts Payable Aging, List of Checks and reviews with the Executive Director.
2. At least annually, review fiscal policies that impact the agency.
3. Review on a monthly basis the accounts receivable billing spreadsheet in cooperation with the Production Manager and the Cleaning Service Manager.
4. Print monthly bank statements, prepare reconciliation of Foundation and forward VOP bank statement to Assistant Bookkeeper for reconciliation. Meet with Treasurer prior to board meetings to review financials.
5. Consult with Auditor or other professionals as needed. Prepare all necessary work papers for annual audit.
6. Audit/prepare all monthly journal entries, and fixed asset roll forward worksheet financial charts for daily cash.
7. Assist in the preparation of the annual budget, Annual Report, 708 and United Way application.
8. Prepare as needed, special financial analysis/status in cooperation with the Executive Director.
9. Maintain capital asset records, depreciation, and assigns inventory numbers to all equipment purchases in excess of \$1,000.
10. Prepare quarterly Federal and State tax forms, Employees Contributions & Wage Report and monthly sales tax deposit/report.

Office, continued

11. Completes all required DHS Reports including the Statistical and Financial Report.
12. Maintains records and disbursements of all Employee Fringe Benefits. Reviews and files IRS Form 5500 Annual Employee Benefit Plan.
13. Meets with new employees to explain benefits, vacation, IL Paid Leave, sick leave, 403(b), life and AD&D, health insurance and flex spending.
14. Every January send a request for reimbursement letter to Raymond James & Associates requesting reimbursement for what the VOP has paid towards the eligible retirees insurance premium the preceding year.
15. Informs Executive Director of all significant financial aspects of the agency and makes suggestions/recommendations as needed.
16. Completes all financial transactions for the Foundation including deposits, disbursements, monthly financial statements, Valuation Reports (investments) and any other reports as requested by the Foundation and/or Executive Director.
17. As instructed by our insurance company, we will obtain a Certificate of Insurance from service providers who perform work at our site. The Certificate will be received annually from those performing ongoing service and, as needed, for those providing only occasional or one item service.
18. Annually reviews those policy and procedures that are referred to in the Federal Tax Form 990.

Staff Responsibilities

1. Assist Bookkeeper as needed in completion of his/her job duties. Assistant Bookkeeper performs these duties in his/her absences.
2. At scheduled meetings, regularly remind administrative staff of the conditions which would warrant a Certificate of Insurance from a vendor.
3. Whenever there is a change to the Chart of Accounts, provide a new listing to the Bookkeeper and Assistant Bookkeeper.
4. Serve on Risk Management Team.
5. Complete yearly performance review on self and submits to the Executive Director for review and comment.

Other

1. Attend Board meetings for Village and Village Foundation as requested for the purpose of discussing financial matters.
2. On at least an annual basis, review the adequacy of agency insurance coverage. Obtains quotes as needed or requested. Prepares annually an insurance profile describing coverage and cost and explains to the Board of Directors.

Other, continued

3. Serve on the Safety Committee, reviews injury reports, notifies Worker's Comp of injuries, assigns file numbers to all reports and maintains OSHA form 300. Prepares quarterly injury reports for Quarterly Safety Committee Meetings. Posts OSHA 300A report annually (Feb.).
4. Assist Foundation Investment Committee, and other Foundation entity as requested.
5. Alert the Safety Director to hazardous or unsafe working conditions.
6. Must report any occurrence(s) or allegation of an occurrence(s) of the following.
 - Consumer abuse or neglect
 - Failure to follow agency policies and procedures intended to ensure the safety and well-being of consumersReport to:
 - Your supervisor (if occurrence or allegation is directed at your supervisor, report to one of our VOP investigators)And/or
 - Office of Inspector General (OIG)Failure to comply with this directive may result in termination
7. Accept and complete other duties as assigned.

PERFORMANCE/WORKLOAD STANDARDS:

1. Can provide accurate financial information to the Boards at least three days prior to the meeting.
2. Can competently provide accurate and meaningful information regarding the agency's financial activities and status.
3. Is willing and capable of providing ideas, concepts and reports that will be of assistance in making financial decisions.

PERSONNEL UNDER DIRECT SUPERVISION: Bookkeeper and Assistant Bookkeeper

MINIMUM QUALIFICATIONS:

Five years' accounting experience and ability to handle potentially stressful situations

DESIRABLE QUALIFICATIONS: (Qualifications in addition to the above)

College degree in accounting with a minimum of five years' accounting experience for a not-for-profit agency

Village of Progress Job Descriptions are guidelines. They do not intend to identify every task that an employee will be asked to do. Job Descriptions are intended to provide a general outline of the work, responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that consumer and organizational success can be achieved. If an employee has a medical restriction that affects a duty listed in the employee's job description or functional analysis, RN must be provided with a copy of the doctor's orders.