



Job Title

Accounting Analyst

Job Advertisement

Center for Independent Futures is looking to hire a highly-skilled, detail-oriented Accounting Analyst who excels in accounting, organization, and multi-tasking skills. The analyst is the primary point of contact on accounting items including invoicing, contracts, payroll, timekeeping, and bill payments. This job is responsible for maintaining the integrity and accuracy of financial information and reporting. The Accounting Analyst serves as the initial point of contact for managers, employees, vendors, and clients regarding financial information requests. We are looking to hire a person on a part-time basis who is analytical, collaborative, and trustworthy.

For success as an Accounting Analyst, a strong understanding of accounting principles and financial reporting is required. Also, the ideal candidate is thorough, organized, and detail-oriented with excellent verbal and written communication skills.

General Accounting Responsibilities

- Reviews, codes, and ensures payment requests are accompanied by the appropriate supporting documentation according to CIF financial policies and procedures
- Enters account payables, receivables, credit card charges, grant and pledges receivable, EFT and ACH activity, and standard and recurring journal entries into QuickBooks
- Processes payments weekly, prints checks, summarizes transactions by funding source and prepares checks for review and signature
- Monitors bank account activity daily and reconciles the organization's bank statements and credit card statements every month
- Performs thorough self-review of work: check calculations, postings, and documents for accuracy, and proper coding including cost center coding
- Researches and resolves vendor payment issues and ensures updated W-9 forms are on file for vendors and prepares and files annual 1099s to vendors
- Creates and distributes client invoices promptly and communicates with clients about financial information

Requirements

- Bachelor's degree with accounting coursework required

- Work experience in an accounting role and strong knowledge of accounting principles, including documentation requirements
- Proficient experience with Microsoft Excel and QuickBooks
- Excellent organization skills and high attention to detail
- Ability to manage time, office space, and tasks effectively to ensure deadlines are met and proper records are maintained
- Ability to process, protect, and exercise discretion in handling confidential and sensitive information and materials in a professional manner
- Ability to communicate verbally and in writing in a manner that consistently demonstrates respect, concern, and responsiveness

Working Conditions

General office conditions with shared office environment.

Job schedule

This job is part-time and projected weekly hours are 20-25 per week on average. Ideal schedule is Monday through Friday from 10am – 3pm, however other work schedules that meet the 20-25 hours per week requirement will be considered. At least 10 -12 hours of the work schedule must be worked in office.