



## **Staff Accountant**

360 Youth Services, a non-profit agency, transforming the lives of youth for over 45 years, is looking to hire a Staff Accountant to join our team in support of youth experiencing homelessness.

Our ideal candidate has several years accounting experience in a multi-revenue non-profit agency, works efficiently, is team oriented, while also being self-motivated.

This full time (40 hours/week) exempt position is a member of the agency's Administrative/Finance Team and is responsible for maintaining financial data to support the agency programs.

### **Duties & Responsibilities**

- Reconcile and balance general ledger accounts.
- Prepare and enter journal entries and reclassifications.
- Process Accounts Receivable.
- Collaborate with development team to ensure donations and grants are properly classified.
- Assist CFO with managing the fiscal aspects of grant writing, reporting and monitoring.
- Prepare bank deposits and enter data in financial software.
- Process semi-monthly payroll and maintain records on payroll system.
- Process accounts payable, including credit cards and staff expense reports.
- Reconcile bank accounts.
- Maintain monthly accruals.
- Contribute to improving processes and procedures that accurately capture, track and report on financial transactions; and ways to automate manually intensive tasks.
- Performs other duties as assigned.

### **Relationships**

- The Staff Accountant reports to the Chief Financial Officer and collaborates with the Executive Assistant and Development Team to ensure the smooth flow of information.

### **Qualifications and Characteristics:**

- **Education:** Bachelor's Degree in Accounting.
- **Experience:** 3 – 5 years' accounting experience in a multi-revenue stream non-profit agency.

- **Technical:** Proficient in Microsoft Software and QuickBooks. Experience using Sage/Abila MIP or comparable large ERP general ledger system is helpful.
- **Competencies:** Must be detailed oriented with the ability to manage multiple projects at a time while meeting deadlines. Must demonstrate strong problem-solving skills.
- **Social Skills:** Must be a positive collaborative team player with the ability to work independently and take initiative. Must have excellent verbal and written communication skills.
- **Leadership:** Must demonstrate professionalism, flexibility, good judgement and a commitment to teamwork.
- **Mission-Driven:** Reinforces 360's mission and vision within the organization and community.
- **Personal Growth:** Models adaptability and an awareness of the impact of change. Demonstrates up-to-date knowledge and skills in technology, along with the willingness to learn new skills.

**Special Conditions:**

- Must have privately owned vehicle, valid driver's license, good driving record, and proof of auto insurance.
- Must be able to operate general office equipment.

**Salary:** Commensurate with experience

**Organizational Values:** Our values unite us as an organization. They are the anchors that steer our behavior, interactions with each other, and provide a guide for decision making.

- **Compassionate:** We wholeheartedly care for and listen to others
- **Empowering:** We nurture potential, build on strengths, and inspire hope for a better future
- **Inclusive:** We accept others completely as they are
- **Affirming:** We encourage and celebrate personal identity
- **Respectful:** We hear people where they are and are willing to work on judgements we may have towards others while treating people with the highest regard
- **Authentic:** We are truthful and transparent in what we say and do

**About 360 Youth Services:** 360 is a powerful organization joined together by a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

360 Youth Services is an equal opportunity employer. Applicants of color and those who identify as LGBTQ+ are highly encouraged to apply. Decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity or expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

To apply for this position, please email a cover letter and resume to [cgoulet@360youthservices.org](mailto:cgoulet@360youthservices.org).

For more information about 360 Youth Services visit our website at: [www.360youthservices.org](http://www.360youthservices.org).