



Accountant II - Crosby Scholars Program

Position Information

The Accountant II collaborates closely with the Director of Finance and Administration to assist with all facets of finance including payroll, accounts payables, accounts receivables, budgeting and forecasting, expense management, cash management, taxes, internal audits, cost accounting, fixed assets accounting. This position also provides administrative support to ensure effective, efficient, timely and accurate administrative operations. **Reports to the Director of Finance and Administration.**

Position Type and Hours – Full-time position, 37.5 hours per week

Salary Range – Commensurate with experience and qualifications

Duties and Responsibilities –

- Work in conjunction with payroll vendor to administer all salaries, wages, bonuses, deductions (payroll taxes, garnishments, social security, benefits), and time-keeping program of all employees.
- Process third-party billing, invoices, account statements, and collection of outstanding balances.
- Generate account/receivables invoices ensuring contractual compliance.
- Generate purchase orders for internal approval & tracking of large expenses.
- Manage and accept all incoming payments from customers.
- Receive and verify incoming bills, log into accounting system ensuring proper job costing accounting, and ensure timely payment.
- Manage employee reimbursements.
- Assist with budgeting and forecasting.
- Manage Fixed Asset listing, Property Tax filing, and State Sales Tax refunds.
- Support management of audits.
- Generate payables reports and other reports as requested.
- Schedule and prepare information for quarterly Finance Committee meetings.
- Manage and monitor organizational memberships.
- Support Crosby Scholars student programming as needed throughout the year.
- Manage requests for office supplies, equipment, and maintain fixed assets and

records for organizational inventory and tracking.

- Manage donor database program by making entries to donor payment records, generating invoices for pledge payments, and generating donor appreciation correspondence.
- Provide the CEO/President with board support and communications.
- Other tasks as assigned.

Qualifications –

- Associates degree in business, finance or accounting required, B.S. preferred
- Three years' experience in finance, purchasing, accounts receivable/billing
- Experience with QuickBooks accounting software and Microsoft Office Suite
- Experience with donor management software and integration with QuickBooks preferred
- Ability to work cross-functionally with other teams, building customer (student) relationships, and other special projects

Skill and Abilities –

- Ability to maintain absolute confidentiality and perform with a high level of integrity
- Ability to work with a highly diverse staff, faculty, and student body
- Excellent customer service skills
- Ability to maintain a high level of accuracy and attention to detail
- Excellent oral and written English communication skills
- Excellent organizational and time management skills