



JUDI'S PLACE FOR KIDS

JOB DESCRIPTION

Position Title:
Exempt/Non-Exempt:
This Position Reports to:

Director of Finance
Full-Time/Exempt
Executive Director

Basic Function:

Coordinate and implements the organization finances, grant reporting and compliance, information technology, facilities, and programmatic compliance monitoring.

Objectives:

- Oversight of accounting activities for all programs under the Judi's Place for Kids agency umbrella
- Coordinate and maintain schedule of annual inventory, furnishings and equipment. Prepare and submit reports accordingly.
- Prepare and distribute monthly financial statements.
- Analyze and interpret financial trends and report to management.
- Maintain thorough understanding of grant reporting requirements and procedures required by federal agencies and other funders, including but not limited to agencies of the Commonwealth of Kentucky; and national associations.
- Review internal financial controls to ensure integrity of financial data, protection of corporate assets and adherence to agency policies.
- Assess and make recommendation regarding the development of related policies and procedures, systems, processes, and payment of vendors and employees in compliance with GAAP, external regulatory and other third-party requirements.
- Coordinate annual appropriate audit, 990 returns and related documents as required.
- Continue to evaluate and implement accounting policies and procedures to ensure compliance with generally accepted accounting principles and Board Policies and Procedures.
- Ensure payroll is completed timely and accurately
- Update state and federal business reporting as required, such as updating the annual report to the Kentucky Secretary of State's Office.
- Review and approve accounting coding relating to the revenues and expenditures.
- Prepare monthly bank reconciliations.
- Prepare monthly time and effort reports based on timesheet submissions.
- Prepare Budget-to-Actual Reports to be submitted to the Executive Director, Finance Committee, and the Board of Director.

- Maintain personnel benefits such as KERS, etc and distribute information to staff as applicable
- Maintain all JPK agency insurance liability coverage and schedules for application and renewals
- Other duties as assigned by Executive Director
- Maintain an organized system for general operation and vendor/accounting files
- Act as second agency contact person with all JPK grants and submits budgets and financial reports following review and approval by the Executive Director. Grants include, but are not limited to: CHFS, VOCA, NCA, CVTF, CAC-KY, & CASA JUSTICE

Budgeting

- Prepare budgets for existing and new grant applications and prepare reports as required.
- Prepare annual budget and prepare year to date Budget-to-Actual Reports at least quarterly and as requested by the Executive Director, Finance Committee, or Board of Directors.
- Prior to grant closing and throughout grant period, ensure expenses have occurred within the original and/or revised budgets and are acceptable under OMB, state, or other applicable regulations.
- Enter approved budgets into the Association's Accounting System,(Quick Books) if appropriate, or maintain external reporting format such as an Excel Workbook/Spreadsheet.

Other Duties Assigned

- Attend and participate in staff retreats, meetings and board meetings as directed.
- Assist Executive Director in fund-raising activities as indicated
- Other duties as assigned by the Executive Director

Education: Bachelor's degree in Business Administration, Accounting, or related field

Preferred Requirements: Bachelor's degree with emphasis in Accounting. Comprehensive understanding nonprofit management needs, budgeting, strategic planning, and operations. Proficient in Microsoft Office software, Intuit's QuickBooks Accounting software.

Desirable Personal Requirements: Must have knowledge of all the tools needed to accomplish the essential job functions. Must have strong problem solving and decision-making skills and an ability to "self-supervise". Mature, self-motivated, good judgment, flexibility, positive attitude. High professional standards and ethics. Capable of committing to the mission of Judi's Place for Kids and the complexities of the child advocacy arena.

Physical Requirements: In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct: It is the responsibility of every employee at Judi's Place for Kids to contribute to a positive work environment through teamwork, positive, honest and effective communication, and professional interactions with coworkers, volunteers, clients and community partners.

