



Accounting Director

HOURS: Full-Time (Exempt Position)

PAY RATE: (Salaried Employee) starting at \$71,000

VACATION/SICK DAYS: 20 PTO Days per year. 5 Days can carry over to the following year.

BENEFITS & HOLIDAYS: As outlined in Benefits Summary & Benefits Package

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

START DATE: TBD

REPORTS TO: Executive Director and Resource Development Director

JOB DESCRIPTION:

Boys & Girls Clubs of Bloomington is in search of a self-directed and experienced accountant responsible for managing all of the organization's financial and donor activities and reporting requirements. Works in conjunction with the Executive Team to ensure the smooth business operations of the accounting and fundraising processes of the organization. This position will NOT do any fundraising, but supports all clerical and administrative work of the Resource Development department as well as the accounting for the whole organization. This is a fantastic opportunity for a professional who thrives in a busy workplace and is well-versed in working closely with senior management and current accounting systems and best practices.

RESPONSIBILITIES:

- Assess and evaluate financial performance of the organization, providing insight and recommendations to the Executive Director for both short-term and long-term operational goals, budgets and forecasts including:
 - Developing and managing financial controls in accordance with the company's procedure; and
 - Participate in the annual operating budget process.
- Responsible for preparing, maintaining, recording, and ensuring various financial functions are properly recorded including:
 - Ten key speeds of over 10,000 KPH consistently and accuracy score is around 98% or higher;
 - All assigned financial transactions (payable/receivables) in Quickbooks Online, Bill.com, and other online systems;
 - Monthly compilation of financial reports to monitor adherence to budget targets;
 - Financial statements for senior management and government/regulatory agencies;

- Required tax filings, and
- Coordinating annual audit activities and tax returns with an external auditor.
- Maintain donor records including:
 - Process all cash receipts from donors including checks, ACH's, and on-line credit card transactions;
 - Update donor files in Bloomerang system;
 - Produce mail/email acknowledgements, thank you letters, receipts, invoices, pledge letters, etc. for all donor gifts including in-kind;
- Execute queries from the database to fulfill mailing requests and Resource Development Department data reports including donor records, files, statistics, donor campaigns, and other Development areas.
- Provide customer service to donors including contacting them via phone and/or email when their credit cards expire, to clarify pledges, to follow-up on pledges in arrears, to respond to requests from donors for information about their gifts, etc.
- Administer bi-monthly payroll and assist the Human Resources Team with benefit administration including:
 - Processing payroll through ADP Workforce NextGen system;
 - Oversee payroll federal, state and local tax payments;
 - Process employee forms and maintain reporting to administer the 401k, and health, dental, disability, and life insurance plans; and
 - Collaborate with the Human Resources Team to stay current with best practices in payroll and benefits administration.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Minimum 5-years experience in accounting or financial management, or a relevant combination of related experience and education, required.
- Bachelor's Degree in Business, Accounting, Finance, or related field, required.
- Computer proficiency and experience with excel and word-processing; and other online systems with a high level of efficiency and accuracy, required.
- Comfortable working for long periods of time during the day on a computer.
- Knowledge of and experience with database entry and management, preferred.
- Specific experience with QuickBooks Online, ADP or ADP Workforce NextGen, Bloomerang donor database, Bill.com, and Divvy a plus.



- Prior administrative support experience in a fast-paced environment, preferred.
- Strong interpersonal and communication skills.
- Strict attention to details in all tasks.
- Analytical, organizational and prioritization skills.
- Self-motivated and self-directed
- Ability to work closely with a senior management team
- A proven record of working cooperatively and flexibly as part of a team.
- Works well in a results driven environment, meets deadlines, and tracks activities.
- Comfortable speaking on the phone and in person with donors and other stakeholders in a one-on-one setting.
- A high level of integrity and honesty as there will be work with sensitive data.
- Ability to multitask, set priorities, and maintain a positive attitude at all times, especially during times of increased workload.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

Send resumes to mmiller@bgcbloomington.org

I understand the expectations, functions, and information presented in this document that describes the Accounting Director position.