

## **Willis Dady Homeless Services Job Description**

**Job Title:** Staff Accountant

**Immediate Supervisor:** Controller

**Agency Overview:** Since 1987, Willis Dady Homeless Services has been working to empower individuals and households to break the cycle of homelessness and become self-sufficient. Willis Dady offers robust and individualized services to households at risk of and experiencing homelessness in Linn County, Iowa. Willis Dady works closely with local homeless service providers to identify the gaps in services and provide innovative and personalized ways to fill those gaps to best meet the needs of our community.

**Position Summary:** The Staff Accountant will be responsible for a range of essential financial duties within Willis Dady, across all programs and staff. This person will handle accounts payable, deposit income, accounts receivable, process payroll, and keep all account records accurate and up to date.

Essential skills for a successful Staff Accountant are strong attention to detail, critical thinking, time management, work independently, and strong problem solving. Minimal travel is a required part of the position and will be reimbursed by Willis Dady. The Staff Accountant must supply their own vehicle.

This position is full-time (40 hours per week) with an hourly rate ranging from \$24.05-\$28.85 depending upon qualifications and experience. Willis Dady offers a competitive benefits package; 75% of health insurance premium (employee and dependents) covered by the agency, dental and vision plans, 3% Simple IRA match, short-term and long-term disability, life insurance, paid time off, personal days, flexible scheduling, and a 30-day paid sabbatical after five years of employment.

### **To Apply:**

Please submit a resume, cover letter and contact information for three professional references to [regina@willisdady.org](mailto:regina@willisdady.org) or via mail at 1247 4<sup>th</sup> Ave SE, Cedar Rapids, IA 52403. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted and interviews will be held on a rolling basis until the job is filled. The anticipated start date is as soon as possible.

### **Requirements**

- Bachelor's degree in accounting with a minimum of 3 years of accounting experience
- General knowledge of Generally Accepted Accounting Standards and other laws and regulations
- Experience working with non-profit organizations preferred, but not required
- Computer Software Knowledge: QuickBooks Online, Advanced Microsoft Excel, Microsoft Outlook, and Microsoft SharePoint.
- Align with agency core values: Support, Stability, and Opportunity: Empowerment: Equity and Inclusion: Meet People Where They're At: Energy, Enthusiasm, and the Courage to Lead: Acting with Integrity: Community.
- Have no serious misdemeanor or felony convictions for the last 7-years

### **Key Responsibilities**

- Accounts Payable
  - Review bills and credit card receipts for accurate coding and approvals and enter in QuickBooks Online.
  - Ensure all credit card receipts are turned in and matched to credit card statement in a timely manner
  - Prepare & mail vendor payments, checks & ACH, via QuickBooks Online
  - Ensure W-9s are completed and filed for all vendors
  - Prepare annual 1099s in accordance with federal laws
  - Follow-up with uncashed checks older than 30 days
- Deposits
  - Enter all monies received by the agency into QuickBooks Online
  - Works with the Development Team to identify source of donation and accuracy of data entry; assist with month-end reconciliation as needed

- Prepare and submit daily bank deposit
- Accounts Receivable
  - Prepares monthly invoices for rental income, fee-for-service, or contracted services provided by Willis Dady.
  - Provide monthly balances for rental tenants to case managers
  - Prepare miscellaneous invoices as requested by staff
  - Enters invoices for grants received in absence of Controller
  - Follow-up on invoices not paid within 30 days
- Payroll & Taxes
  - Ensure W-4s completed and filed for all employees
  - Review time records for accuracy
  - Submit payroll information to payroll service provider in a timely fashion
  - Enter bi-weekly payroll journal entry
  - Maintain payroll records, Paid Time Off, leave and other related staff information
  - Ensure that W2s and other tax-related documents are accurate and issued in accordance with federal and state laws
  - Prepare various financial forms submitted by employees, including but not limited to employment verifications
  - Submit information to providers for various benefits including Simple IRA and others as requested.
  - File annual sales tax report
- Grant Accounting
  - Maintain an understanding of all grants received and what expenditures are allowed by the grant agency
  - Prepare copies of all grant invoices and payroll reports for Controller
  - Prepare monthly grant tracking, reporting and requesting payments in Controller's absence
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- Administrative
  - Assist Controller with month-end and year-end tasks as requested
  - Prepare records and information for audits as requested by Controller
  - Files and maintains all financial records for the organization regarding payroll, deposits, accounts payable and accounts receivable
- Other
  - Maintain scheduled attendance; inform supervisor and co-workers of absences or tardiness in advance
  - Flexibility in scheduling to meet the demands of the position and complete required trainings
  - Maintain ethical financial management and confidentiality in accordance with policies and procedures
  - Attend meetings including monthly all-staff meeting as scheduled
  - Adhere to and enforce all agency and program guidelines, policies, and procedures
  - Communicate all donation and volunteer needs to Community Engagement Manager
  - Adhere to and enforce all agency and program guidelines, policies, and procedure with the ultimate goal of meeting our agency mission, vision, and values.

Note: It is the policy of Willis Dady Homeless Services to provide employment without regard to race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.