

FAMILY ELDERCARE
Accounting Project Advisor
Job Description



Job title: Accounting Project Advisor	Reports to: Chief Financial Office
Program: Finance & Accounting	Work Location: Rutherford Office / Remote
Position Status - Full-time FLSA Classification - Exempt	Pay range: \$54,752 - \$84,854

The Accounting Project Advisor supports budgeting, financial reporting, and compliance efforts. Key duties include assisting with budget development, managing accounting operations, ensuring accurate financial reporting, overseeing grant and contract compliance, and developing finance policies. The role also supports strategic initiatives and special projects to enhance organizational efficiency.

Essential Duties and Responsibilities:

Budgeting and Financial Planning

- Collaborate with the CFO and Senior Finance Manager to develop and maintain the agency's annual budget and program budgets.
- Provide guidance and support to Program Directors and Vice Presidents during the annual budgeting process and as needed throughout the year.

Accounting Operations

- Prepare and record month-end journal entries, including balance sheet reconciliations and program allocations.
- Manage the agency's depreciation schedule and ensure accurate reporting of capital assets.
- Execute transactions in the organization's financial systems, including accounts payable, payroll, and credit card processing.

Financial Reporting

- Generate and distribute monthly financial reports to budget managers, ensuring clarity and accuracy.
- Assist in preparing financial reports for the Finance Committee, Board of Directors, and other stakeholders as required.

Grant and Contract Management

- Serve as the primary financial contact for private restricted grants, ensuring compliance with reporting requirements and donor expectations.
- Provide financial oversight for the Pecan Gardens/Volunteers of America contract, ensuring adherence to City of Austin standards and contract compliance.

Policy Development and Compliance

- Develop and implement finance and accounting policies, processes, and procedures in collaboration with the CFO and Senior Finance Manager.
- Ensure compliance with federal, state, and local regulations related to accounting and financial management.

Special Projects and Other Duties

- Partner with internal teams to support strategic initiatives and resolve financial challenges.
- Undertake special projects assigned by the CFO to enhance organizational effectiveness.

Education and/or Work Experience:

- Bachelor's degree from a four-year college or university with emphasis in accounting or equivalent relevant experience
- Maintain a CPA license
- Preferred 3+ years' experience in nonprofit and grant finance and fund accounting roles
- Preferred current experience using MS Office products; advanced knowledge of accounting and reporting software; MIP Fund Accounting and Paycom (or similar ERP/HRIS/payroll system)

Working Conditions/Physical Requirements:

- Ability to work in an office setting with significant amount of time spent on computer
- Ability to drive to external locations for company business as needed
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to lift and carry up to 20 lbs.

Competencies:

- Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information
- Working knowledge of applicable local, state, and federal payroll and accounting regulations
- Represent agency in a professional and favorable manner
- Strategic, creative, and critical thinker
- Impactful in a changing environment with limited structure
- High initiative with ability to hit the ground sprinting
- Ability to consistently meet deadlines in a face-paced, changing environment
- Respect for diversity; effective response to professional supervision
- Ability to make constructive use of supervision