## Job Purpose

Provide support to the Association through development and implementation of processes relating to financial management, accounting, annual budget preparation, management and tracking of grant budgets and expenditures, payroll, insurance, and audit support.

## Duties and Responsibilities

***Finance Related***

* **Budgets and Financial Statements**: Prepare annual budget, prepare financial statements for board of directors, prepare variance analysis of actual vs. budget, and prepare specific reports and financial analysis upon request. Reconcile monthly bank statements.
* **Manage Accounts Payable:** Review invoices and check requests, categorize appropriately, prepare checks. Review expenditures, code to appropriate account and funding source.
* **Manage Accounts Receivable:** Receive cash and checks, code to appropriate account, prepare deposits. Prepare invoices.
* **Grants Management**: Review proposed budgets for grant proposals; prepare budget reports to funders, track grant income and expenditures. Prepare reports for grants, including Federal, State, and others. Grant reports will include reports on In-Kind and Volunteer hours.
* **Payroll and Time Tracking**: Enter employee time records into time tracking database. Manage payroll and quarterly filing process. Prepare W**-**2 and 1099 tax statements.
* **Year-End, Annual Filings:** Assist with annual financial review/audit (performed by external CPA). Provide reports and information as needed for annual tax filings.
* **Insurance:** Ensure that insurance policies are up-to-date, including addition and deletions of Additional Insureds. Provide reports and information as needed for insurance audits.

## Qualifications

* **Education**: Bachelors degree in Accounting, Business, Finance or related field.
* **Experience:** Three years professional experience in financial, accounting, or related field, preferably in the non-profit sector.
* **Skills**: Proficiency with Quickbooks, MS Office, particularly Excel and Word, Internet and email. Flexible and a self-starter, able to work independently and prioritize tasks appropriately. Organized, efficient and able to multi-task while also being highly detail-oriented. Personal qualities of integrity, credibility and commitment to MWA’s mission.

## Supervisory Responsibilities

None

## Special Requirements

None

## Job Classification

Part-time / Salary

Interested applicants should send a resume and cover letter to [recruiting.mwa@gmail.com](mailto:recruiting.mwa@gmail.com).