



★ SERVING VETERANS ★

Operation Stand Down Tennessee
1125 12th Avenue South, Nashville, TN 37203-4709
(615) 248-1981 Fax (615) 248-1987 www.osdtn.org

Accountant

Position: Full Time / Salary / Non Exempt

Supervisor: Chief Operating Officer

Description: The Accountant will participate in the agency's overall financial and administrative processes to include all accounting processes, management of accounts (payable or receivable), and regular auditing and reporting. He/she also assists with agency operations related to payroll, personnel and mail.

Principal Duties and Responsibilities

Accounting:

1. Completes a full range of accounting activities for a non-profit agency to include but not be limited to:
 - Coordinate accounts payable and expenses with outside provider;
 - Process payroll through outside provider
 - Prepare checks for payments; prepare funds for deposit;
 - Manage spending of restricted grant funds
 - Prepare appropriate monthly, quarterly and/or annual accounting statements;
 - Monitor and/or reconcile accounts.
2. Establish and maintain income and/or expense files and related documentation to include: accounts receivables, accounts payable, individual grants administration and special events.
3. Prepares and completes bank transactions/deposits and supports regular reconciliation of bank statements.
4. With Chief Operating Officer, prepares reporting and analysis for department and agency leadership
5. With Chief Operating Officer, assists agency staff with information and understanding of budget and financial processes.
6. Participates with team to identify, develop and implement best practices for agency financial services.
7. Establishes and maintains relationships with appropriate vendors of services and resources for agency operations.

OSDTN is an equal opportunity provider of services and an equal opportunity employer-Civil Rights Act of 1964 and Americans with Disability Act of 1990.

8. Maintains needed documentation of services rendered consistent with agency policy, grant regulations and accepted financial practices.
9. Maintains work consistent with Department / Team Quality Assurance Standards.

Administrative and Human Resource Activities:

1. Assist the Chief Operating Officer in the implementation, operation and monitoring of the agency payroll system / processes.
2. Maintain agency insurance, title, and mortgage documents.
3. Assist the Chief Operating Officer in the maintenance of agency personnel files to include:
 - completion of assigned pre-employment paperwork;
 - completion of background checks
 - filing of appropriate paperwork;
 - completion and filing of appropriate end of employment paperwork.
4. Establish, implement and monitor the agency mail processes.
4. Complete and maintain certification as notary public.

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduling work breaks, where applicable.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Confidentiality – Exercises discretion in all aspects of work; Maintains confidentiality of sensitive information; Demonstrates ability to interact with colleagues while maintaining confidentiality on all matters.
- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Liaison – Communicates clearly between internal staff and external service providers to facilitate accuracy of data and effective, efficient processes.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

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Organization

- Business Acumen - Demonstrates knowledge of market and competition; Aligns work with strategic goals; Analyzes market and adapts strategy to changing conditions.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
- Flexibility – Capable of responding to and anticipating rapidly changing external and internal demands without diminishment in work performance; Demonstrates professionalism during periods of organizational change.
- Safety and Security – All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor degree in accounting/business administration and /or commensurate three or more years of experience accounting or multi-department bookkeeping; experience in HR desired.

LANGUAGE SKILLS:

Ability to communicate, read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

COMPUTER SKILLS:

An individual should have knowledge of: Spreadsheet Software (Excel and Pivot Tables); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint);.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess valid, current Tennessee Driver's License.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Veteran preferred.
- Excellent organizational, multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Compassionate, energetic and team focused.
- Comfortable in individual, group and public speaking environments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.