



TESSA JOB DESCRIPTION

JOB TITLE:	TEMPORARY ACCOUNTANT
REPORT TO:	Executive Director
TIME REQUIREMENT:	40 Hours/Week (1 FTE) Non-Exempt

SYNOPSIS: This is a temporary accounting position responsible for accounts payable, provider/client billing, payroll, and cash receipt processing. The position is needed for approximately 30 days.

RESPONSIBILITIES:

Accounting

- Maintain computerized accounting systems to ensure accurate detail sufficient for various financial reports.
- Prepare journal vouchers.
- Prepare financial reports and present to the Executive Director and other management staff.
- Prepare monthly, quarterly and annual grant reports, which may include expense reporting, cash transfers, budgetary tracking, cost allocations and restrictions and provide to the Executive Director.
- Perform biweekly payroll, ensuring accuracy and proper approvals. Includes journal voucher preparation, payroll database maintenance and applicable reports.
- Process invoices for payment, insuring accuracy, timely payment, authorization limits, signatures and adherence to payables policy.
- Process weekly/monthly third-party billings. Reconcile monthly billings to receipts and resolve all billing issues.
- Perform monthly reconciliations of all Balance Sheet accounts, including but not limited to: cash and investment accounts, receivables, prepaid accounts, capital assets and liabilities.

Client Services

- Treats clients with respect, dignity, and empathy.
- Keep all client information confidential as directed by the client.

QUALIFICATIONS AND REQUIREMENTS:

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.

- BA or BS degree preferred
- Two years relevant experience; equivalent combination of education and/or experience may be considered
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal skills



- Attention to detail
- Knowledgeable and proficient computer skills, especially with accounting software and Excel
- Valid driver's license and car insurance
- Must be willing to complete background checks
- Ability to read, write and speak English
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.

To Apply Please Visit

www.TESSAcs.org/about-tessa/employment