



Triangle Family Services

Triangle Family Services Job Description

Position Title: Accountant
Department: Finance
Reports To: CFO
FLSA Category: Exempt

Overview of Organization & Position

Triangle Family Services (TFS) is a dynamic nonprofit human services agency with an 87-year history of serving families in crisis in Wake County and surrounding communities. Our lifechanging programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, housing stabilization services, homeless engagement, and financial counseling. (www.tfsnc.org).

Job Summary

We are seeking an Accountant to provide sound accounting and a commitment to accuracy and compliance. This position will be responsible for maintaining an orderly and comprehensive accounting filing system as well as reasonable policies and controls that ensure the integrity of agency financial systems. This role works closely with the broader Finance Team to identify, report, and address financial challenges and concerns. Success in this setting will require flexibility, trustworthiness, and a solution-driven mindset. Job duties include but are not limited to this written description.

Desired Education, Experience, Skills, and Knowledge

- Bachelor's degree in accounting or a related field, or an equivalent combination of education, training, and experience.
- Three to 5 years of accounting/finance experience in a bookkeeping and/or accounting role.
- Proficiency in QuickBooks and Excel is required.
- Process and pay all invoices in a timely manner, ensuring necessary supporting documentation is provided.

- Receive, record, and create deposits for all organizational revenue.
- Verify, allocate and post all financial transactions.
- Conduct monthly reconciliation of receipts.
- Complete required activities for timely and accurate monthly close
- Collect and maintain required documentation from vendors.
- Generate reports for ongoing and ad-hoc financial review and analysis.
- Attention to detail.
- Good time management.
- Ability to multi-task; and
- Commitment to quality customer service.

Values

- Integrity: We act in a manner consistent with our words and beliefs
- Honesty: We deal with each other in a straightforward manner
- Respect: We treat others with care and consideration
- Courage: We pursue our beliefs with strength and perseverance
- Diversity: We seek; value; and respect differences among our teammates
- Balance: We strive for stability and vitality in our lives

Working Hours and Conditions

Full-time position 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks is required. Work schedule may involve occasional evening and weekend hours.

This position will function in a fast-paced environment that requires both independence and collaboration; TFS identifies teamwork as one of our core workplace values. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge, and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Please submit a cover letter, resume, and required salary range to resume@tfsnc.org with the position title (**Accountant**) in the subject line.