



**Position Title:** Accountant

**Department:** Finance

**Programs Reports to:** Director, Finance

**FLSA Category:** Exempt

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### **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](http://www.tfsnc.org)).

### **Job Summary**

We are looking for a detail-oriented and proactive Accountant to join our team. The Accountant will manage all financial transactions, including bank, credit cards and monthly journal entries. Accountant responsibilities include managing the A/P, payroll, auditing financial documents and procedures, reconciling bank statements. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes. Ultimately, you will provide us with accurate quantitative information on the financial position, liquidity and cash flows of our business, while ensuring we're compliant with all tax regulations.

### **Statement of Duties**

- Manage and record daily transactions into QuickBooks including A/P and A/R
- Make sure all vendors expenses are recorded and paid on time
- Preparing and processing payroll on bi-weekly basis with collaboration with HR
- Prepare journal entries for month, quarter and year end closings
- Reconcile balance sheet accounts on quarterly basis
- Reconcile funds receipts in QuickBooks with development departments to make sure completeness.
- Allocate staff salary and expenses to different departments.
- Manage accrued expenses on monthly basis
- Reconcile all bank accounts and credit card accounts on monthly basis.
- Ensure timely and accurate completion of semi-annual sales tax (form E-585) filings.

- Update the CFO on cash position time to time and ensure availability of cash for vendor payments.
- Audit financial documents and make sure all payments are supported by proper supporting documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

### **Experience, Education, Skills, and Knowledge**

- At least 3 years of work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Extensive experience with QuickBooks Online
- Advanced MS Excel skills including pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BSc in Accounting, Finance or relevant degree

### **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/Conditions**

Full-time 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 may be 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](mailto:resume@tfsnc.org) with the position title (Accountant) in the subject line.**