



**Job Title: Accountant**

**FTE: 1.0**

**Reports To: Assistant Director**

**Starting salary: \$51,000 annually**

**Last Update: June 2024**

**Classification: Exempt**

Empower House provides transformative community health services, youth development programs, and advocacy opportunities that empower women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. Our organizational philosophy bridges the barriers that the intersections of sexism, racism, and other forms of oppression create to the flourishing of women and girls. Women, people of color, LGBTQ and non-binary individuals are strongly encouraged to apply.

**Position Summary:**

Empower House is seeking a full-time accountant who analyzes and prepares comparative financial statements such as trial balances and cost reports. The accountant maintains the general ledger, fixed asset system, general ledger reconciliation, and budget variance reports. The ideal candidate has experience with nonprofit bookkeeping and accounting principles.

The accountant should operate within the highest ethical standards to ensure the accuracy of Empower House financials, produce accurate and timely financial reports as needed, and monitor organization-wide internal controls, for Empower House leadership and board to fulfill their reporting and fiduciary oversight responsibilities. Reporting to Empower House Assistant Director, the accountant is a valued member of the Empower House team.

**Responsibilities:**

- Monthly reconciliation
- Classify expenses and income by type and funder within accounting system
- Monitor grant spending compliance
- Monitor organization-wide internal controls
- Monitor inventory and fixed assets
- Maintain Grant/contract compliance in collaboration with Assistant Director
- Provide financial statements for ED and Board of Directors
- Vendor management
- Annual budget responsibilities
- Cash Flow responsibilities

- Annual audit responsibilities
- Uphold the Empower House values of Solidarity, Empathy, Collaboration and Creativity

**Skills**

- Proficient in QuickBooks for nonprofits
- Nonprofit accrual accounting
- Grant and contract financial reporting
- Budgeting
- Excellent communication skills, organized, and attention to detail required
- Demonstrates a willingness to collaborate and add to a positive team dynamic
- Must have high ethical standards
- Ability to work collaboratively with other staff members in a team environment

**Experience**

The candidate should have a degree in accounting, business administration, or equivalent business experience with a non-profit organization. The preferred candidate will have at least three years' full-charge non-profit bookkeeping experience. The candidate must also possess a knowledge of bookkeeping and generally accepted accounting principles, both standard and non-profit.

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodations for qualified individuals with disabilities.