

**L.E.A.P.**  
**Job Description**

**Job Title:** Assistant Director, Accounting  
**Department:** Administration  
**Status:** Full Time  
**Classification:** Exempt  
**Work Weeks/Year:** 52  
**Reports To:** Finance Director  
**Approved:**

*It is the understanding and expectation of this organization that all employees will take the opportunity to contribute to the overall success and mission of the agency above and beyond the basic requirements of their job. The following are general responsibilities of all L.E.A.P. employees.*

- Adhere to the agency's policy on confidentiality both within the agency and the community and adhere to all program policies and procedures.
- Work closely with all staff to ensure an integrated approach and provide comprehensive services to clients, children and families.
- Utilize professional reading, writing and communication skills in order to carry out necessary job requirements

L.E.A.P.'s Assistant Director of Accounting (AD) is directly responsible to the Finance Director. The AD is responsible for ensuring Fiscal department policy and procedure, compliance with Federal, State and Local regulations, and agency-wide payroll processing. This role has strong working knowledge of accounting practices for a publicly funded, privately not-for-profit agency. Typical work activities will include but not be limited to the following:

1. Supervise Fiscal department staff. Supervision duties include but are not limited to ensuring appropriate staff training, professional development plans and annual performance appraisals, in line with agency policy.
2. Monitor revenue cash flow, including the accounting for private donations as well as Accounts Receivable and voucher submission duties in accordance with grantor guidelines and payment schedules.
3. Processes the bi-weekly payroll – responsible for using the company's payroll systems to calculate employee's pay, including the appropriate deductions and taxes, based on the completed timecards for staff covered by multiple funding sources across all departments.
4. In collaboration with the HR Director, processes payroll changes, working closely with the HR Department to ensure all salary, benefit, tax, and time off changes are made timely and accurately. This role also works closely with the payroll system vendor to find effective and efficient solutions to questions or issues when they arise
5. In collaboration with the Finance Director, record standard payroll (and related) transactions within the agency financial management system.

6. Assist in the preparation and submission of all grant applications and re-applications as assigned by the Finance Director.
7. Assist in the preparation of grant financial reporting (quarterly, annually and as needed) for those grants as assigned by the Finance Director.
8. With the Finance Director, co-lead the annual year-end close process and agency audit, including organizing tasks and communicating with external audit team
9. In collaboration with the Finance Director, ensure all transactions recorded that are necessary to reconcile all agency bank accounts.
10. Provide the Finance Director with as needed financial analysis and other reports as requested.
11. Attend staff and administrative meetings and all appropriate trainings, some of which may require out-of-county travel and evening/overnight attendance.
12. Support a 'paperless' environment, utilizing several tools to collect signatures, share, save and file documentation, in compliance with agency Policy and Procedure.
13. All other duties assigned by the Finance Director.

Qualifications:

1. Minimum of bachelor's degree or associate's degree in accounting or related field and/or equivalent experience.
2. Ability to manage the fiscal systems of a multi-purpose, multi-donor organization.
3. An understanding of Not-For-Profit fiscal accounting.
4. Valid driver's license.

*This job description is not intended to be all inclusive. The employee will perform other reasonably related agency duties as assigned by the Finance Director.*

*L.E.A.P. reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*