



GULF SWIMMING

Staff Accountant

Gulf Swimming is looking for an individual to serve as the Staff Accountant for our growing non-profit organization.

This is a professional financial position that requires a thorough knowledge of GAAP accounting principles for non-profits, double entry computerized accounting system, and specifically, the application of the general ledger as they apply to accounting in a non-profit environment. This position reports to the Executive Director of Gulf Swimming and will interact and support members of the Board of Directors. The Staff Accountant performs a variety of accounting and administrative duties in the maintenance of accurate fiscal records and reports requiring initiative and independent judgment.

Essential Duties & Responsibilities:

- Support the organization with the day-to-day, monthly, and year-end operations related to the financial management of the organization including daily financial operations, budget review, budget development and financial analysis.
- Process transactions which include: accounts payable, bank reconciliations, accounts receivable, financial statement preparation, and financial analysis to support the organization.
- Oversee the processing and recording of accounts payable transactions and ensure that all invoices coded and paid accurately in accordance with financial policies and procedures.
- Perform account reconciliations including bank reconciliations and balance sheet accounts, and resolve discrepancies between bank and company record.
- Conduct month-end balancing of various accounts and prepare journal entries and account adjustments to correct deficiencies.
- Administration and collection of fines as levied by the LSC and its representatives.
- Prepare standard and custom reports and conduct various detailed financial analysis on a monthly, quarterly, and annual basis for management review by the Executive Director and Board of Directors.
- Assist with developing, implementing and maintaining internal financial controls and financial procedures.
- Maintain the financial records of Gulf Swimming in compliance with the organizations by-laws, policies and procedures, GAAP and IRS regulations. Ensure that electronic back-ups of files are maintained to ensure that financial information is secure.

- Support the annual year-end audit process and provide outside or internal auditors with documentation and analyses in response to requests for financial information.
- Create and keep records on the assets of Gulf Swimming, Inc.
- Process travel reimbursements for members in accordance with the policies of Gulf Swimming, Inc.
- Collaborate with the Executive Director and the Board of Directors to ensure sound financial management and ensure budgets are on track.
- Perform other functions related to the financial management of the organization as requested by the Executive Director or Finance Vice Chair.

Requirements

Skills and Knowledge:

- Knowledge of Quickbooks for Nonprofits is a must.
- Experience with IRS Form 990 is desired.
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment.
- Knowledge of GAAP for non-profit organizations.
- Excellent analytical and problem-solving skills.
- High competency with Excel and Microsoft Office products.
- Team player and can collaborate with other in the organization.
- High level of interpersonal skills with demonstrated poise, tact, and diplomacy working with volunteers.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to volunteers and other staff members.
- Knowledge of file sharing software and experience is a must including but not limited to Slack#, DropBox and/or Google drive.
- Must be flexible and adaptable considering all points of view and work toward decisions that reflect the greater good of the organization.

Education/Experience:

- A minimum of a Bachelor's degree in Accounting or Finance required.
- CPA would be preferred but is not required.
- 2 solid years of non-profit accounting experience.
- 3-5 years of experience building budgets
- Cumulative of 5 years accounting experience required.

Job Type: Part-time (20-25 hours a week) requires ability to work from home.

Salary: Up to \$30,000 per year based on experience and qualifications.

Please visit our website to learn more about our organization, the details of this position and to apply www.gulfswimming.org.