



Accountant Job Description

Status: Full-Time

Start date: Immediate Opening

General Description:

Reporting directly to the CFO, this exempt position is responsible for providing financial support for a multi-office non-profit organization in the greater Kansas City region. Duties include but are not limited to general ledger maintenance, payroll support, bank and account reconciliations, financial report preparations and monitoring company-wide internal controls. Strong organizational, problem-solving and time management skills are required. High degree of accuracy and attention to detail is needed.

Responsibilities:

- Prepare balance sheet reconciliations.
- Prepare daily cash flow reports.
- Prepare and post journal entries.
- Maintain fixed asset inventory.
- Generate monthly financial statements and analysis.
- Assist independent auditors during annual audit.

Qualifications:

- Prepare balance sheet reconciliations.
- Working knowledge of GAAP.
- Knowledge of accounting practices relevant to non-profit accounting.
- Current on Quickbooks or similar computer based accounting software and Microsoft Office.

Education and Experience Requirements:

- At least three (3) years accounting experience.
- Payroll processing experience (prior use of ADP payroll a plus).
- Bachelor's degree in accounting preferred.
- Prior work experience in a non-profit or veterinary clinic environment preferred.

Application Instructions:

Application deadlines and procedures: Review of applications will begin immediately and continue until a suitable candidate is selected. Employment is contingent upon satisfactory results from a background check. Only those candidates deemed most qualified will be contacted to interview. EOE M/F/D/V.

Apply by e-mail only to HR@GreatPlainsSPCA.org

Attach to the e-mail in PDF format only:

- letter of application
- résumé
- salary history/requirements

Complete applications will be acknowledged by return e-mail within 2 business days.