



Accountant

Principle function: Work closely with the financial director and bookkeeper to support smooth financial operations. Ensure financial health and stability, analyze financial data, and balance various transactions' debit and credit sides. Work with the bookkeeper to find and correct any discrepancies.

Responsible to: Finance Director

Job Type: Exempt Salary/40 plus hrs per week

Updated: October 2024

Supervises: Bookkeeper

Location: IDES Headquarters, Noblesville, IN

Responsibilities:

1) Financial Reporting

- Generate monthly financial statements and analysis
- Prepare balance sheet reconciliations
- Review and manage daily cash flow reports

2) Account Management

- Prepare and post journal entries
- Maintain General Ledger
- Perform bank reconciliations
- Maintain fixed asset inventory
- Serve as the primary manager of Field Worker accounts

3) Cash Management

- Manage Petty Cash Fund
- Complete ACH and wire transfers
- Approve reimbursements and fund requests
- Monitor budget
- Direct the preparation of payroll

4) Compliance and Auditing

- Assist independent auditors during annual audit
- Administer financial controls per company procedures
- Complete tax exemption requests
- Complete State Registrations

5) Other Responsibilities

- Attend special events with or on behalf of IDES when necessary
- Assist with bookkeeping responsibilities as needed
- Any other duties needed to help drive IDES' Vision, fulfill IDES' Mission, and operate by IDES' Values.

Knowledge, Skills or Experience:

- Previous Bookkeeping experience and an Accounting degree required
- MBA or other financial degree not required but preferred
- Microsoft Suite (Proficiency in Excel required)
- Proficiency or experience with QuickBooks, Donor Perfect, GiveButter, APLOS, Payroll preferred
- Excellent verbal and written communication skills
- Self-starter
- Attention to detail
- Organized