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## POSITION DESCRIPTION

### Accountant

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#### ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities.

Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this through meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work.

The Accountant for Urban Triage will report to and in partnership with The Director of Operations and The CEO, spearhead financial efforts to support Urban Triage rapid growth. As a new position in the organization, the Accountant will have the opportunity to build the financial function(s).

#### Position General Overview:

- Make bank deposits of incoming checks
- Prepare monthly credit card reimbursements requests and reconciliations;
- Input data to and maintain the loan management system as needed;
- Prepare and record vendor payments and other payments in the financial accounting system,
- Prepare generate invoices for grants, consulting and other payable programs
- Record financial transactions in and maintain the financial accounting system as needed;
- Record all loan transactions in the financial system
- Research and reconcile vendor payments and grant activity issues;
- Perform month end and year end close accounting records as needed;
- Perform accounting analysis and reconciliations as needed;
- Support the preparation and issuance of the annual audit;
- Assist with compliance reporting to investors;

- Assist with organizational budgeting, cash management, loan loss reserve accounting, investment management, and long range forecasting.
- Needs to be added grant reporting
- Taking tasks and owning them from Numbers of nonprofit
- Reconciling statements in Quickbooks, Downloading statements, and manually coding them
- Streamline accounting process(s)
- Create structure and processes
- Create operation budget based off of expenditure
- Work with the Program Manager on the program budget
- Generating a monthly financial statement for Board members and CEO using QuickBooks
- Attending board meeting to present financial statements and updates
- Entering checks into Keela/Quickbook, then copying and filing when received
- Depositing checks
- Simplify classes/coding
- Maintaining all receipts accounts receivable, and payable

## SKILLS REQUIRED

### Experience and General Requirements

- At least four years of demonstrated professional experience, preferably in non-profit environment and dynamic small office setting
- Bachelor's degree in accounting is preferred
- Fluent in English
- Excellent interpersonal and communication skills ( verbal and written)
- Proficient in Microsoft Office software programs( Word, Excel, and PowerPoint);
- Experience using financial accounting software and or contract management software applications
- Proficient in operating standard office equipment including computers, fax, phones, copiers, etc;
- Well organized with the ability to multitask, follow through and meet deadlines
- Ability to follow standard operating procedures and exercise good judgment independently, in environment with small staff;
- Self motivated and willing to cooperatively work, and sometimes independently or with little supervision
- Ability to act professionally at all times and safeguard confidential financial and other information;
- Personable, cooperative attitude;
- Willingness to be apart of a team in a mission-base organization

**DISCLAIMER:** The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

**COMPLIANCE REQUIREMENT:** This job adheres to the ethical and legal standards and behavioral expectations as set forth in the code of business conduct and company policies. As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy. Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations as well as company policies and training requirements.