



HISPANIC CENTER

of western michigan

Accountant

Position Description

This position reports to Director of Finance and Administration.

Organization

Founded in 1978, The Hispanic Center of Western Michigan mission is

“TO UNITE HISPANICS WITH RESOURCES THAT ENABLES THEM TO BECOME SELF SUFFICIENT AND EMPOWERED TO STRENGTHEN WEST MICHIGAN”

We do this through education, economic development and outreach.

For more information, please visit www.hispanic-center.org

Position

The Accountant will provide financial, human resource, payroll, contract management and administrative support to further the Hispanic Center's mission. The Accountant oversight in our internal operations is key to ensure accurate and transparent financial reporting and forecasting. This position is responsible for managing and reporting financial information for our staff.

Responsibilities

- Oversee accurate processing of accounts payable.
- Oversee accurate processing of accounts receivable and cash receipts.
- Oversees bi-weekly payroll.
- Provide contract support and serve as liaison between Hispanic Center and its contractors.
- Prepare monthly financial reports for staff and supports Director of Finance and Administration with grant management.
- Provide general accounting support to internal staff.
- Prepare and enter monthly accruals and journal entries.
- Prepare and enter year-end accruals and journal entries.
- Maintain and reconcile general ledger accounts and bank accounts.
- Process 1099's at the end of the year and submit 1099 reports to vendors, IRS, the State of Michigan and the City of Grand Rapids.
- Support Director of Finance and Administration with development of annual budget.
- Upload budget information in SAGE.
- Prepare and enter monthly and year-end journal entries.
- Update HR and Accounting forms as needed (ex. mileage reimbursement, A/P schedule, tax forms, etc.).
- Maintain human resources data and perform day-to-day human resources tasks.
- Coordinate and provide administrative support for the recruiting, hiring, orientation, and departure process and paperwork of employees.
- Manage employee benefits according to our handbook.
- Interview, train and manage Accounting Assistant and assigned interns.
- Work with internal and external staff on team projects as assigned or appropriate.
- Perform other duties/projects as assigned.

Qualifications

- Bachelor's degree required in Accounting or related field.
- At least two years of overall professional experience.
- Strong writing and communication skills.
- Knowledge of general accounting, accounts payable, accounts receivable, payroll, and benefits.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Strong problem solving skills and detail oriented.
- Ability to work independently and to effectively organize and prioritize work.
- Demonstrated proficiency in Microsoft Office applications, especially Excel.
- Experience with Accounting & Payroll Software.

My signature below indicates I have read and understand this job description

Employee Signature

Date

Supervisor Signature

Date