

Action for Children



Accountant

Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

Action for Children is looking for an Accountant to join our Finance team. This position will assist in overseeing the organization's financial operations, ensuring compliance with funding sources, and supporting the management of grant programs. Key responsibilities include preparing and reviewing grant financial reports, developing and tracking accurate grant budgets, managing accounts payable, overseeing banking deposits, and performing financial analysis.

Major responsibilities include:

- Ensure fiscal compliance with funding sources, including timely submission of reports and grant/contract modifications
- Analyzes financial data to identify discrepancies and implement corrective actions
- Prepare and review financial reports for assigned grant programs, coordinating and confirming appropriate supporting documentation
- Collaborate with program staff and senior management to develop accurate grant budgets, monitor expenses and revenue, and ensure alignment with budgets
- Prepare payroll, benefit, and other journal entries, and perform related account reconciliations
- Assist with the yearly agency-wide audit by preparing contract/grant analysis, gathering backup documentation, and assisting auditors
- Provide information to auditors and assist with the preparation of the IRS 990
- Assist with the timely and accurate completion of month-end and year-end closing processes, including preparing reconciliations and investigating budget-to-actual variances
- Support the annual budgeting process, aligning grants with overall organizational objectives
- Prepare and compile offline financial reports, including quarterly financial statement packages, dashboards, and grant cost reports for management and the Board
- Oversee the full accounts payable cycle, including invoice entry, verification, vouchering, and ensuring timely payments to vendors
- Process weekly accounts payable transactions and employee expense reimbursements, verifying appropriate account coding and approvals
- Oversee banking deposits for cash and check receipts
- Reconcile accounts receivable general ledger accounts

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- Perform analysis of trial balance and general ledger, exercising professional judgment regarding adjustments as needed
- Serve as backup in the absence of the Finance Director, including presenting financial statements to the Finance Committee and the Board
- Prepare grant ledgers forecasting expenses for Federal, State, and local grants for multiple entities
- Work proactively with program staff to understand needs, challenges, and solicit ideas for budget modifications and/or contract amendments

Successful candidates will have

- Bachelor's degree in Accounting, Finance, or related field
- Minimum of 3-5 years of experience in accounting or finance
- Experience managing grant accounting, including preparation of financial reports, budgets, and compliance with funding sources
- Proven ability to assist with audit preparation and interact with auditors and other stakeholders
- Strong proficiency with accounting software and Microsoft Office Suite, particularly Excel (pivot tables, VLOOKUP, etc.)
- Strong analytical skills, with the ability to interpret financial data and provide strategic insights
- Excellent organizational skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment
- Strong communication skills, both written and verbal, with the ability to prepare and present financial reports to management, the Board, and other stakeholders
- Ability to exercise professional judgment and initiative, working proactively to resolve issues and ensure compliance

Desired but not Required

- CPA certification or equivalent
- Experience working in the non-profit sector
- Knowledge of nonprofit accounting principles and regulations, including fund accounting and IRS Form 990
- Experience with grant accounting and reporting, including forecasting, invoicing, and budgeting for Federal, State, and local grants

Why You'll Love Working with Us

- **Comprehensive Health Coverage:** Enjoy peace of mind with our health, dental, and vision insurance plans starting within 30 days of hire
- **Generous Paid Time Off:** Recharge with ample vacation days, personal days, and holidays
- **Hybrid Work Schedule:** Enjoy the best of both worlds with a mix of remote and in-office workdays
- **Retirement Savings Plan:** We match your contributions (up to 1%) to help you build a secure financial future
- **Paid Parental Leave:** We provide 12 weeks of fully paid parental leave for all new parents, including birth, adoption, and foster care placements. This time

Action for Children



allows you to bond with your new addition without worrying about work or finances.

How To Apply

Interested individuals should apply online at:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=3E7E5ADB1EDBD6EE6581646E848F89D8&fromClientSide=true>

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

**Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. **