



### **Position Description**

The Children's Place is Kansas City's specialized trauma treatment agency, that partners with children and those in their lives as they heal from life's deepest hurts. The Children's Place is a leader – locally and nationally – in trauma-responsive services for children

**Title of Position:** Accountant. Fulltime

**Program:** Operations/Finance

**Reporting Structure:** Reports to the Chief Financial Officer

**Essential Responsibilities:** The Children's Place seeks an accountant to assist in maintaining financial records, processing Accounts Receivable and Payable, and assisting in the preparation of reports for management and the board of directors. This position is expected to be 40 hours a week, Monday through Friday, with some flexibility in the hours and days worked in the office.

### **Responsibilities:**

#### **Direct Services:**

- Pay bills as they come due
- Track billings and payments and record them in Sage 50
- Make and record bank deposits
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Track income and expenses for reporting on grants
- Track and report cash flow
- Prepare preliminary reports for the CFO using Sage 50 and Excel
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Coordinate the development of the annual budget and report on variances
- Comply with local, state, and federal government reporting requirements
- Assemble information for external auditors for the annual audit & Form 990

### **Skills, Experience, and Education:**

- Accounting degree and at least 5 years of experience, preferably in a not-for-profit setting.
- Two years of experience in reporting on grants or other restricted funding sources preferred
- Demonstrated track record of honesty, accuracy, attention to detail, timeliness, dependability, and reliability.
- Strong Organizational and Time Management skills.
- General knowledge of the signs and symptoms of child abuse and/or neglect.
- Knowledge of the role of a mandated reporter.
- Mastery of the English language, both verbal and written.
- Demonstrated ability to maintain confidentiality regarding records, donors, and sensitive data.
- Proficient skills in data entry and experience with Sage or a similar database.
- Proficient skills in Microsoft Windows, Word, and Excel (or comparable systems).
- Enjoy interacting in a friendly and professional manner with both adult and child clients.
- Ability to engage and work effectively with diverse staff, clients, board of directors, and other professionals
- Interpersonal and communication style that is conducive to executing a multidisciplinary team approach.
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### **Working Conditions:**

- Ability to access multiple levels of the agency building.
- When required, be responsible for the client's physical safety.
- Must understand and follow building security procedures.
- Business casual office attire.
- Likely exposure to childhood illnesses. Flu and COVID vaccination are highly recommended
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- Exposure to sensitive client subject matter.
- Other normal office environments and conditions.
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### **Disclaimer:**

Other duties will be required/requested for effective job performance. This is not an employment contract but an outline of essential functions and expectations.