Employment Posting

Position Title: Accountant
Direct Supervisor: Director of Finance
Status: Full-time (40 hours), exempt, with benefits
Base Salary: $55,000.00; additional based on education, experience, and credentials

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org (no calls). Indicate “Accountant” in the subject line.
Deadline: Resumes will be reviewed as received; position will be posted until filled.

Position Summary
The Accountant is responsible for completing accounting and fiscal tasks of the agency in accordance with generally accepted accounting principles (GAAP), and for appropriate enforcement of agency policies and procedures. The Accountant will prepare financial reports to track the organization’s assets, liabilities, profit and loss, tax liabilities, and other related financial activities in coordination and in support of programs. This position works closely with other administrative team members to ensure separation of duties so that no one employee has sole control over cash receipts, disbursements, payroll, and reconciliation of bank accounts.

Education Qualifications
* Commiserate experience and skills will be considered in lieu of level of education/licensing/credentials, etc.
- Bachelor’s Degree in Finance, Accounting, or Business Administration; Master’s Degree preferred*.
- Certified Public Accountant designation preferred*

Experience Qualifications
* Commiserate experience and skills will be considered in lieu of level of education/licensing/credentials, etc.
- 3+ experience in accounting position required; non-profit experience preferred;
- Demonstrated organizational skills, attention to detail, data analysis, problem analysis and resolution;
- Ability to work independently and as part of a diverse team;
- Knowledge of principles and practices of accounting and project management;
- Handle confidential data with discretion;
- Proficiency in various accounting software, Microsoft Office 365 (Word, Excel, PowerPoint).
- Position requires highly organized, assertive manner, and good moral character with flexibility of work schedule;
- Ability and desire to engage others in accounting practices and empower others to provide input and make financial decisions where appropriate;
- Proven experience engaging with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation, gender identity, and gender expression.
- Commitment to best practices including Positive Youth Development, Harm-Reduction, Housing First and Trauma Informed approaches
- Work requires effective written and verbal communication and interpersonal skills; ability to produce quality work within tight timeframes and simultaneously manage several projects; ability to participate in group meetings.
- Possess strong work ethic and ability to take initiative. Demonstrate a high level of personal and professional integrity and trustworthiness.
- Successful completion of pre-employment and annual background check; valid MI driver’s license, current insurance, and access to reliable transportation.
Job Responsibilities and Duties

* The following are not intended to be all inclusive nor limited to duties that might reasonably be assigned.

- Accounts payable, grant reports, accounts receivable, bank reconciliations, and payroll.
- Ensure agency complies with financial, state, federal and local government requirements as well as licensing, grant and other requirements, keeping agency staff abreast of changes.
- Perform fixed asset management and monitor depreciation schedules.
- Maintain general ledger; code invoices, set up new accounts, reconcile accounts and close the books on a monthly basis.
- Reconcile bank accounts at least monthly, verify deposits and address inquiries from banks.
- Reconcile customer accounts and manages accounts receivable collections; invoice sponsors or donors as needed.
- Verify payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Provide outside auditors with assistance; gather necessary account information and documents to perform annual audit.
- Create and monitor grant budgets and spending; close out grants and ensure compliance with funder reporting.
- Collaborate with program management minimally on a quarterly basis to track grant balances, identify funding gaps, and procurement.
- Review and post all cash receipts; reconcile bank accounts and record in proper revenue stream.
- Manage account payable process, to include payable calendar, liaison with vendors and follow up on outstanding checks.
- Manage account receivable process ensuring grant funding, pledge payments, and other receipts are received.
- Execute month-end close tasks; investigate and resolve ledger errors and exceptions.
- Assist in training of support staff in financial practices and cross training needs and in developing position training manual.
- In collaboration with program staff, manage Financial Literacy program with clients to teach financial life-skills.
- Maintain a documented system of accounting policies and procedures; implement a system of controls over accounting transactions to minimize risk.
- Oversee the production of periodic financial reports; ensure that the reported results comply with generally accepted accounting principles or international financial reporting standards.
- Ensure agency complies with financial licensing and OMB regulations.
- Complete quarterly, fiscal year-end, calendar year-end tasks including vendor 1099s, UIA and sales tax forms, worker’s compensation audits, and annual solicitation license filing.
- Create month end budget to actual analyses and reports, including income statement and balance sheet; provide reports to program staff and board members.
- Recommend annual goals and benchmarks that will be used to measure the agency’s performance.
- In collaboration with key staff, produce the annual budget and forecasts, report significant budget differences to management.
- In collaboration with Director of Finance review budgeting and accounting practices and procedures, identifying areas of continuous improvement as needed.
- Assist Director of Finance with additional projects or duties as assigned.

About Ozone House:

Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families.

As the second oldest youth shelter in the country, Ozone House combines a wealth of experience with industry leading best practices to serve young people and their families experiencing crisis. Each year, Ozone House has served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Benefits:

Ozone House offers a comprehensive benefits package that includes: BCBS health and vision options and dental insurance 90% employer paid for employee; retirement savings plan; basic life insurance, short and long-term disability coverage 100% employer paid; Health Savings Account; Dependent Care, Medical and Limited Purpose Flexible Spending Accounts and a generous paid time off plan.
Ozone House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage individuals from marginalized groups to apply, including people of color, individuals who have experienced poverty or economic hardship, and people who identify as LGBTQ. Ozone House is committed to Diversity, Equity, and Inclusion and enforces an anti-oppressive environment to support the retention of employees from groups that have been underrepresented within the organization.