



# Clinic for Special Children

535 Bunker Hill Road, PO Box, 128. Strasburg, PA 17579 T 717.687.9407 F 717.687.9237

## Job Description

**Position Title:** Accountant  
**Department:** Administrative Services  
**Reports to:** Executive Director  
**FLSA Status:** Hourly, non-exempt  
**Job Status:** Part-time (approximately 16-24 hrs/week)

### Nature of Job

The Accountant will manage the financial bookkeeping of the organization and provide management with accurate reports. The Accountant will work closely with the front office, development, and management teams to accurately record accounts payable, accounts receivable, and generate standard financial statements. They will also prepare invoices to be sent to institutional partners based on programmatic milestones and contractual arrangements. They will also compile information to be given to external auditors as part of an annual audit. The Accountant will also process payroll on a bi-weekly basis.

### Qualifications

- Bachelors degree in accounting or a related field
- Knowledge of accrual accounting in a service and/or non-profit context
- Meticulous attention to detail with strong organizational skills
- Able to work well independently and with a team of professionals in administrative, research, medical, and philanthropic roles
- Proficiency in Office suite and email
- Proficiency in Quickbooks
- Commitment to Clinic for Special Children values and patient service

### Responsibilities

- Full charge bookkeeping including all month and year end journal entries
- Document financial transactions by applying invoices against a chart of accounts
- Generate checks to be sent to vendors on a regular basis
- Maintains accounting controls by recommending policies and procedures
- Generate standard financial reports such as balance sheet and statement of financial activities
- Generate monthly budget variance
- Reconcile bank accounts
- Maintain accurate accounts payable and accounts receivable
- Process payroll on a bi-weekly basis
- File quarterly payroll taxes
- Track project expenses to report to project manager
- Track distribution of funds restricted for specific purposes
- Assist in HR functions as needed
- Comply with federal, state, and local financial legal requirements
- Other responsibilities as assigned by supervisor