

## **Northwest Michigan Works!**

**Job Title:** Accountant

**Department:** Accounting

**FLSA Status:** Exempt

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### **Position Summary**

The Accountant for Northwest Michigan Works! is responsible for managing daily budget matters, coordinating financial activities, and ensuring the accurate maintenance of accounting records for a variety of programs including, but not limited to adult education and workforce development programs. This full-time professional role is integral to the accounting department and collaborates closely with all accounting staff as well as Networks Northwest and Michigan Works! management teams.

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### **Supervision**

Reports directly to the Senior Regional Director of Accounting.

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### **Key Responsibilities**

The Accountant is expected to perform the following essential duties, with additional tasks as needed:

- Budget Management
    - Prepare and monitor program budgets, ensuring revenue and expenditures are tracked accurately.
    - Project financial needs and make necessary budget adjustments.
  - Bookkeeping & Record Keeping
    - Manage bookkeeping functions and maintain accurate financial records for adult education and workforce development programs.
    - Maintain relations with North Ed and the funding that Northwest Michigan Works! Manages on North Ed's MISD system.
    - Monitor balance sheet accounts, coordinating revenue and expense entries.
  - General Ledger Maintenance
    - Perform journal entries and update budget changes as necessary.
    - Maintain general ledger, including fund and GL number management in accordance with funding source requirements.
  - Audit and Compliance Support
    - Collaborate with CPAs, auditors, and funding source monitors to ensure compliance with financial regulations.
    - Ensure all accounting records and documentation are maintained to meet legal and organizational standards.
  - Additional Duties
    - Perform other duties as assigned by the supervisor.
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### **Qualifications**

The ideal candidate will possess the following qualifications:

- Effective verbal and written communication skills, with strong listening abilities.

- Ability to meet deadlines, organize data, and prepare accurate reports and business documents as required.
  - Strong understanding of confidentiality and the ability to handle sensitive information appropriately.
  - Ability to work independently and as a team member in a dynamic environment.
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### **Physical Demands**

The physical demands for this position are representative of those required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:

- Regularly required to talk or hear.
  - Frequently required to stand, walk, sit, use hands to handle or feel, and reach with hands and arms.
  - Ability to lift up to 20 pounds.
  - Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
  - Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
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### **Work Environment**

This position operates in a professional office environment and utilizes standard office equipment such as computers, phones, photocopiers, filing cabinets, and scanners. The noise level in the office environment is typically minimal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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### **Travel Requirements**

Travel for this position is primarily local and during business hours, with occasional overnight travel required.

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### **Additional Information**

This job description reflects the current expectations for the position. As responsibilities evolve, this description may be amended. The employee's signature below acknowledges their understanding of the role's duties and expectations.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_