



**Job Title:** Finance Accountant  
**Reports To:** Director of Finance  
**Dept. /School:** Communities In Schools of North Texas – Central Office  
**Duty Days:** 240  
**Wage/Hour Status:** Full-time Exempt  
**Date Revised:** 10/1/24

**Primary Purpose:**

The Finance Accountant is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial, accounting, and administrative operations within the Finance Department of Communities In Schools of North Texas (CISNT).

**Qualifications:**

- Bachelor’s Degree in accounting, finance, or business administration.
- Advanced degree/Certification in Accounting a plus
- Knowledgeable in General Accepted Accounting Principles (GAAP) a plus
- Previous relevant work experience in a governmental, non-profit, education or private sector organization preferred.
- Past experience in bookkeeping, reporting, analyzing financial data, budgeting functions, and recommending budget adjustments

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Ensure Accounts Payable functions (expense coding, voucher preparation, check requests, accurate and timely filing of financial documentation including vendor payment forms, quotes, invoices, purchase orders, copies of checks) are accomplished timely and accurately as required by state or federal guidelines.
- Assist with maintenance of timesheet documentation and payroll payment records to meet requirements of federal grants and other funders.
- Assist in the preparation and coordination of documentation needed for external audit.
- Perform other support and administrative duties as assigned by the Director of Finance.
- Exhibit commitment towards the CISNT mission, vision, and strategic plan.

**Special Knowledge/Skills:**

- Maintain strict confidentiality in performing duties
- Analytical and problem-solving skills
- Attention to detail with a high level of accuracy along with strong organizational and time management skills.
- Highly proficient with detailed accounting spreadsheets and bookkeeping procedures
- Strong proficiency in Microsoft office and Google Workspace
- Excellent interpersonal and communication skills

**Supervisory Duties: N/A**

**Working Conditions:**

- Consistent daily attendance
- Ability to meet deadlines
- Work with frequent interruptions, maintain emotional control under stress, repetitive hand motions.
- Occasional prolonged and irregular hours
- Occasional travel within Dallas/Fort Worth Metroplex

**Professional Growth**

- Assume responsibility for personal growth to improve job performance.

**Additional Duties**

- Perform additional duties as assigned.

**Equipment Used:**

- Computer, Laptop, copier, scanner, printer

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Continuation of position is contingent upon funding.**