



**Position Title:** Accountant  
**Reports To:** Chief Financial Officer  
**Supervises:** None

Apply Here

**GENERAL RESPONSIBILITIES:**

Assist the Chief Financial Officer (CFO) in maintaining and providing appropriate and accurate accounting and business records. Maintains the financial records of the Foundation in compliance with accepted Standards of Accounting for Not-For-Profit Organizations. Assists the Foundation in meeting its mission by abiding by all requirements of Local, State and Federal regulations.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Maintain appropriate and accurate accounting records in the following areas:
  - a. Accounts Payable/Receivable
  - b. Bank Accounts
  - c. General Ledger
  - d. Investment and Other Accounts
  - e. Payroll and Human Resources
  - f. Real Estate and Other Fixed Assets
2. Creation of monthly billings and customer statements
3. Data entry and processing of all receipts and payments
4. Assist with month end balancing and account reconciliations
5. Responsible for cash and credit management and cash forecasting and planning
6. Responsible for preparation of Financial Statements and various operating reports for Management use and Board of Directors review
7. Assist in the development and preparation of the budget
8. Draft and follow accounting policy and applicable procedures in collaboration with CFO
9. Work with auditors including worksheet preparation in the annual audit process
10. Assist in compilation of external reports to meet Local, State and Federal government requirements including Form 990 tax return
11. Provide financial assistance and analysis with all impact investing activities to ensure mission alignment and risk minimization
12. Perform other duties as required and assigned

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Established: May 13, 2019

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Experience working in accounts payable and receivable, and general ledger
2. Strong knowledge of generally accepted accounting principles
3. Extensive experience with data entry, record keeping and computer operation
4. Proficiency in Microsoft Office and Excel
5. Strong attention to detail, excellent time management, planning and organizational skills
6. Must be able to work independently with limited supervision and display good judgment
7. Ability to communicate effectively, both orally and in writing, including preparing technical reports

**QUALIFICATIONS:**

1. Bachelor's degree in accounting or related field
2. Minimum of two (2) years of professional experience preferred

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

I have received and reviewed the job description. I understand that if I have questions about the duties assigned to me I will ask my direct supervisor.

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Employee Signature

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Date

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**WORKING CONDITIONS AND ESSENTIAL PHYSICAL REQUIREMENTS:**

<b>PERCENTAGE OF WORK TIME</b>	<b>1-33%</b>	<b>34-66%</b>	<b>67-100%</b>
1. Standing/Walking	X		
2. Sitting			X
3. Twisting	X		
4. Lifting/Carrying	X		
5. Pushing/Pulling	X		
6. Climbing (Ascending/descending)	X		
7. Bending/Stooping	X		
8. Using arm muscles frequently or for extended periods	X		
9. Using leg muscles frequently or for extended periods	X		
10. Using back muscles frequently or for extended periods	X		
<b>LIFTING REQUIREMENTS: direct care positions are required to lift an individual without assistance.</b>			
11. 2-10 Pounds	X		
12. 11-20 Pounds	X		
13. 21-30 Pounds	X		
14. 31-40 Pounds	X		
15. 41-50 Pounds	X		
16. 51 pounds or more	X		
<b>DOES THIS JOB REQUIRE?</b>	<b>1-33%</b>	<b>34-66%</b>	<b>67-100%</b>
17. Working in hot, cold, wet surrounds	X		
18. Working outdoors	X		
19. Working with or near chemicals	X		
20. Working near radiation sources	X		
21. Potential exposure to communicable diseases	X		
22. Working with hazardous waste materials	X		
23. Utilizing essential upgraded or adaptive equipment as industry standards require	X		
24. Using hand tools	X		
<b>PERCENTAGE OF WORK TIME</b>	<b>1-33%</b>	<b>34-66%</b>	<b>67-100%</b>
25. Operating a vehicle	X		
26. Potential for cuts and bruises	X		
<b>EXCHANGE OF IDEAS</b>	<b>1-33%</b>	<b>34-66%</b>	<b>67-100%</b>
27. Ability to express or exchange ideas	X		
28. Ability to understand communication of others with or without adaptive devices	X		
29. Obtaining impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects with or without adaptive devices. The major visual functions are: 1. Acuity, far-clarity of vision at 20 feet or more 2. Acuity, near-clarity of vision at 20 inches or less 3. Depth perception-three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are. 4. Field of vision-the area that can be seen up and down or the right or left while the eyes are fixed on a given point. 5. Accommodation-adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye. 6. Color vision-the ability to identify and distinguish colors	X		
30. Regular attendance, Punctuality			X
31. Ability to do math, Oral communication, Written communication			X
32. Repetitive Rapid Hand Movement	X		

Ability to maintain assigned work hours: requires sufficient endurance to perform tasks over long periods of work hours. The position requires the ability to perform essential functions without posing a “direct threat” in the work place.

CATEGORY OF RISK TO EXPOSURE TO BLOOD AND FLUID:

1   
 2   
 3