



## Job Description

**Position Title** – Accounting Lead

**Goal of the position** - To update and maintain the financial records of the Kindness Initiative, as well as providing reports, and identifying trends.

**Role** - In coordination with Kindness Organization leadership, the Accounting Lead is responsible for performing a variety of bookkeeping and accounting duties including financial record keeping and transactions.

### Responsibilities

- Prepares, records and distributes checks to contractors and vendors.
- Generates and submits W-2s, 1099s, and other tax related forms
- Coordinates annual filing of 990 tax form
- Coordinates annual audit/financial review.
- Manages accurate records including contracts, invoices, receipts, and deposit slips.
- Enters expenses in accounting platform and ensures that all expenditures are appropriately categorized.
- Reconciles bank accounts and provides reports to directors each monthly.
- Proactively maintains highly organized filing system; files invoices, reimbursements, insurance information and other financial records.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists in the development and implementation of systems and procedures, as needed.
- Assist in the recruitment of other volunteers for the accounting team, as needed
- Performs other duties as assigned by administrative director and directors.

### Qualifications and Experience

- Self-motivated
- Proficiency w/ accounting/financial software.
- Proficiency Microsoft Office tools & Google Docs.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Nonprofit experience a plus.
- Strong mathematical skills.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment, with the ability to make timely and sound decisions.



#### Time Commitment - 3-5 hours/week

- Inputting & filing financial records
- Running Reports and analysis
- Meetings w/ supervisor and leadership team

#### Supervision/Training

- The Accounting Lead reports to the Coordinating Director
- Annual training & professional development opportunities