

**TITLE: ACCOUNTANT**

**SUMMARY:** Under the direction of the Chief Financial Officer (CFO), the accountant is responsible for the bookkeeping function of this non-profit organization, to include Accounts Payable, reconciliations, and general ledger accounting. Hours are M-F 8:30-5:00.

**REPORTING RELATIONSHIPS:** This position reports to the CFO.

**STATUS:** Full-time, Non-exempt

**DUTIES AND RESPONSIBILITIES**

- Pay vendor invoices.
- Maintain vendor files, W-9 forms, Certificates of Insurance.
- Track and monitor expenditures and proper allocation to funding sources.
- Make bank deposits.
- Reconcile bank statements, Independent Housing Fund (IHF) disbursements, and major MHA events.
- Prepare monthly expenditure & revenue reports for funding agency.
- Maintain asset tracking.
- Maintain and update chart of accounts.
- Responsible for telephone/reception back-up.
- Adhere to MHA's Code of Conduct and HIPAA Compliance policies and procedures.
- Provide information and referral regarding MHA Financial policies and procedures.
- Gather and prepare schedules for annual audit and 990 preparations.

**QUALIFICATIONS:**

- Two years related experience, preferably in a non-profit organization.
- Able to work independently and take initiative.
- Highly detailed and organized.
- Able to communicate and convey accurate information.
- Experience with Quickbooks, preferably Quickbooks online.
- Proficient with Microsoft Office 365 Outlook, Excel, and Word.
- Must have current driver's license, vehicle, and auto insurance, as this position will require travel to/from banking institution, various vendors, MHA sites, and offsite meetings.
- COVID-19 vaccination and booster are required.
- Knowledge of best practices in non-profit accounting.
- Experience with grants and contracts.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the accountant is often required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hand and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; and taste or smell. The accountant must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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