

PREVENTION FIRST

ACCOUNTANT

POSITION SUMMARY

This position will perform standard accounting functions, including analyzing, reconciling, and maintaining financial records. The work is performed under the direction of the Chief Financial Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Maintains accounts payable. Review all invoices, expense vouchers, and credit card transactions. Enters related data into accounting software. Processes payments and tracks invoices. Files all A/P and financial records.
- Reconciles monthly corporate credit card bill. Monitors employee credit cards. Assists employees with credit card issues.
- Processes consultant contracts for all programs. Maintains records/files for each contract including proper W9 documentation for all consultants and vendors. Processes and ensures distribution of 1099s at calendar year-end.
- Prepares and makes bank deposits. Oversees the preparation of invoices. Monitors accounts receivable, ensuring payments are received by customers.
- Reconciles bank statements or performs other duties to ensure adequate internal controls are being followed.
- Reviews and analyzes employee timesheets for accuracy. Reviews payroll for various financial reports and allocated salaries to projects.
- Serves as Human Resources's backup for processing payroll.
- Analyzes and processes data gathered for expense cost allocation.
- Assists with 401(k) plan administration. Prepares and processes employee contribution reports; analyzes plan compliance. Coordinates with Human Resources to process changes in withholding related to 401(k). Answers employee questions related to the plan.
- Assists with planning and coordination of annual audit. Provides information for auditors and prepares audit workpapers.
- Maintains and ensures compliance with fixed asset policies and procedures. Prepares depreciation calculations and workpapers. Records purchases and disposals. Reconciles general ledger for all fixed assets. Assists with annual fixed asset inventory.

PREVENTION FIRST

- Demonstrates a commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.
- Monitors and stays up to date with accounting standards to ensure financial records and statements are in line with laws, regulations, and generally accepted accounting principles.
- Prepares, types, and completes a variety of forms, documents, contracts, and correspondence.
- Maintains and organizes file and record-keeping systems. Monitors retention of files.

POSITION QUALIFICATIONS

Bachelor's in Accounting, Finance, or relevant degree with two to three years of related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Additional certification (CPA or CMA) is a plus. Understands double-entry accounting (debits, credits) and reconciliations. Understands chart of accounts, trial balance, and basic financial statements. Experience in not-for-profit and/or grants management is desirable but not required. Skilled with Microsoft Word, Excel, Outlook, and Teams.

DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

PREVENTION FIRST

This is a full-time, FLSA-exempt position, reporting to the Chief Financial Officer. This position is for our Springfield office with a potential hybrid option. The salary range is \$65,000 - \$68,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

Please e-mail your cover letter and resume to humanresources@prevention.org.