

MID MICHIGAN COMMUNITY ACTION AGENCY  
1574 E. Washington Rd.  
Farwell, MI 48622

*An Equal Opportunity Employer*

## **ACCOUNTING COORDINATOR**

Department: Finance

Work Site: Farwell Admin Office

Responsible to: Finance Director

Status: Hourly

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### **General Responsibilities:**

- Ensures successful implementation and ongoing maintenance of fund accounting software.
- Protect the privacy of the Agency/customers and hold in confidence all information obtained in the course of service.

### **Essential Duties and Responsibilities:**

- Maintain Grant Administration module in agency fund accounting software. (Abila MIP)
- Develops routine and ad hoc reports and spreadsheets, analyzing financial information with recommendations.
- Prepares monthly accounting reports, consisting of (but not limited to), the monthly statement of expenditures, grant year statement of expenditures, and consolidated statement of expenditure reports for sub-grants and cost categories.
- Prepares monthly grant reports for various funding sources
- Coordinate and participate in the monthly activities including preparation of journal entries completion of expense analysis maintenance of assignment information and preparation of statement of expenditure reports.
- Perform balance sheet reconciliations, account analysis, accrual calculations and other related accounting documents/schedules.
- Responsible for monthly Statement of Expenditures, verifying with budgets before processing -Grant Year, Fiscal Year, Sub-Grants and Cost Categories.
- Reconcile monthly cash accounts, receivable accounts and investments; identify, research and reports discrepancies.
- Assist with tracking and coordinating other entities within the agency.
- Maintains fixed asset and associated depreciation schedules.
- Maintains records required by funding sources, including monitoring of sub-grants.
- Assist with the tracking and maintaining the agency insurance policies.
- Issue company credit cards and reconcile charges to statements, and maintains card records and logs.
- Communicate information to finance staff regarding the policy clarifications, policy manual updates and information memos' provided by various funding sources.
- Ensure all changes in finance internal controls and processes are documented and approved by Finance Director
- Maintain accounting records in safe, secure storage and make them available as necessary for review or audit

- Takes steps to ensure that the agency maintains its “low-risk” auditee standing and makes every effort to ensure that the agency has no questioned costs or findings in its annual audit.
- Participate in professional development activities to include staff meetings, conferences, training opportunities, and others as assigned.
- Perform other duties as assigned.

**Education and Experience Qualifications:**

- Bachelor’s degree in accounting required.
- Minimum of 5 years related experience.

**Additional Requirements:**

- Knowledge of technical accounting and reporting expertise, including knowledge of: Generally Accepted Accounting Principles (GAAP) as they apply to nonprofits, bookkeeping, financial system design and Cost accounting.
- Knowledge of regulatory OMB Circulars, the Single Audit Act, and federal funding requirements.
- Knowledge of tax requirements for Section 501(c)(3) organizations.
- Must have experience with income statements, general ledgers and audit requirements.
- Must have proficient computer skills (Word, Excel, Outlook, Internet).
- Must have reliable transportation, valid driver’s license, provide proof of insurance, pass State Police criminal clearance check, FBI fingerprinting and MMCAA’s “Insurance Carriers” driving record review.
- Must be self-directed, multi-tasked and able to coordinate the completion of assigned tasks and be willing to accept new challenges on a daily basis.
- Must have good communication and organizational skills, and be able to work effectively with people.
- Shall protect the privacy of clients and agency and hold in confidence all information obtained in the course of professional service.
- Must comply with Agency smoke free and drug free policies.
- Understand the importance of daily work attendance.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Employee Acknowledgement**

I have read this job description and I understand that my performance will be evaluated on these standards.

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Signature

Date