



## JOB POSTING

<b>JOB TITLE:</b>	Staff Accountant		
<b>PROJECT:</b>	Fiscal Office, Administration		
<b>LOCATION:</b>	1607 W. Jefferson St., Boise, ID		
<b>STATUS/HOURS:</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100</u> % FTE
<b>FLSA STATUS:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>PAY:</b>	\$4,200 to \$5,200 per month, depending on experience		
<b>REPORTS TO:</b>	Chief Financial Officer		
<b>POSTING DATES:</b>	July 31 – August 16, 2020		

### AN OVERVIEW OF JANNUS:

Jannus, Inc. is a forty-six-year-old nonprofit 501(c)(3) organization with a demonstrated history of successfully helping individuals, families and communities in transition – from infancy to healthy childhood, from illness to health, from refugee to working citizens, and from isolation to community. Jannus changes lives with mission-driven, highly-skilled professional staff, caring and committed volunteers and a portfolio of more than 20 diverse programs and services that promote community health, advance public policy and create economic opportunity. Jannus and all our programs provide services in pursuit of and valuing race equity and inclusiveness. We reach nearly 35,000 people with direct services across the state of Idaho and we serve as a leading voice advocating for public policies and systems that ensure all children and families in Idaho can thrive. Jannus has an annual budget of approximately \$15 million from diverse funding sources (federal, state, private foundation grants, fee for service and donations), with eight locations and 125 employees across the state.

Our employees are our greatest asset! Maintaining a positive work/life balance is one way we recognize and encourage our staff to take care of themselves. We offer a competitive benefit package including medical, dental, vision, life insurance, vacation, sick leave and a generous retirement plan. Exempt employees earn four weeks of vacation in their first year of employment. After one year of service, employees earn a two hundred percent match on their retirement contributions of two thru five percent. Employees are immediately vested in the matching contributions.

*Jannus Changes Lives. Join us!*

**POSITION SUMMARY:** The Jannus Fiscal Team includes the Chief Financial Officer (CFO), Controller, two Staff Accountants and the Fiscal Assistant. The Fiscal Team is part of the Jannus Administration team and provides financial and accounting expertise and impeccable service to Jannus programs.

Under general supervision, the Staff Accountant performs a variety of accounting functions for assigned programs ensuring accuracy and compliance with applicable accounting standards, regulations and federal, state and private foundation grant requirements and providing financial information, written and verbally, to both internal and external customers. The Fiscal Office operates as a team contributing to the success and credibility of the programs we support. Our staff members perform a variety of roles and we expect a willingness to take on new responsibilities, seek and implement efficiencies, problem solve with programs and administrative staff and provide backup to other fiscal office staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Program Support for Assigned Programs

- Gain and maintain understanding of all financial related grant or contract compliance requirements, ensure deadlines are met, and support program staff, as necessary, to maintain compliance;

- Develop and maintain strong relationships and promote and maintain open, professional, timely communication with all staff, vendors and partners with a focus on providing outstanding customer service.
- Prepare all financial related information for assigned programs including monthly program financial statements and projections, financial reports and invoices to funders (federal, state or private funding sources), program specific check runs, journal entries and subrecipient monitoring, and regularly meet with program directors for all aspects of financial support;
- In collaboration with program staff and the Grant Development Director and fund development specialist, prepare and/or review budgets for grant proposals and support the financial aspects surrounding merchant services, fundraising, donor management and events, as needed, which may include participating in some events outside of regular business hours.
- Assigned program areas will include 8 to 10 programs from the Jannus portfolio of 20 programs in any of the three service areas: Economic Opportunity, Public Policy and Community Health.

#### **Organization Support:**

- Understand, comply with and assist with updates and maintenance of fiscal/accounting policies and procedures and take initiative to optimize fiscal office and administrative operations, procedures and processes;
- Prepare monthly reconciliations, journal entries, supporting schedules, cost allocations and analysis for a variety of balance sheet and income statement accounts and organization wide expenditures, assuring appropriate documentation is created, organized and maintained;
- Prepare reconciliations and supporting schedules for the annual audit and respond to audit inquiries;
- Support the preparation of the organization's annual operating, administrative and building budgets;
- Understand and assist with maintenance and management of the accounting system (Blackbaud) and donor management system (Bloomerang) and accounting for donations and fundraising revenue;
- Use each interaction as an opportunity to build relationships and explore continuous improvements and professional development for all staff, including participating in training of program and administrative staff on fiscal policies, procedures and processes;
- Actively participate in cross-training and opportunities to serve as back up for other fiscal office functions that may include accounts payable, payroll, deposits, or other fiscal office responsibilities as needed;

#### **QUALIFICATION REQUIREMENTS:**

We are seeking candidates with demonstrated accounting experience and impeccable attention to detail, a high level of integrity and dependability, and a professional level of customer service, relationship building and communication skills who thrive in a complex, ever-changing business environment. You should have:

- Genuine interest in and commitment to the Jannus mission and to race, equity and inclusiveness;
- Demonstrated accounting experience with a solid working knowledge of generally accepted accounting principles (GAAP), cost accounting/cost allocation principles, budgeting and projections, preferably with experience in accounting for not-for-profits, managing budgets for federal grants and application of federal cost principles. Public accounting experience with nonprofit clients and Uniform Guidance Single Audits a plus;
- Impeccable attention to detail;
- High level of integrity and dependability, results oriented with a strong sense of urgency;
- Excellent time management skills while managing multiple, competing priorities;
- Demonstrated professional level of customer service and communication supporting nonfinancial managers with financial reporting, budgeting and forecasting support;
- Extensive working knowledge of Excel;
- Proven strong problem solving skills and the ability to exercise sound judgment;
- Demonstrated ability to read and understand complex regulations and contract requirements and establish procedures for compliance;
- Ability to thrive in a complex and ever-changing environment;
- Frequently seeks out feedback and learns from it, demonstrating interest in continuous learning;
- Experience with accounting software packages, experience with Blackbaud, a plus;
- Complete a criminal history background check and credit check, post-offer;
- Able to provide proof of State required auto liability insurance.

**EDUCATION:**

Bachelor's Degree in Accounting or related field with equivalent experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certified Public Accountant or CPA candidate a plus.

**WORKING CONDITIONS:**

Works in general office environment with work from home necessary to support the health and safety during the COVID pandemic, periodically (3 to 5 times per year) supports offsite program events (fundraisers, conferences) for cash management support after hours and on weekends.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, repeated hand and wrist motions (for computer use) are required. Ability to travel independently to perform biannual physical inventory/observation of office equipment that may include bending and lifting to access inventory tags and for periodic sub recipient monitoring and reviews of offsite programs and subcontractors.

**TO APPLY:**

Go to the Jannus Employment page at [www.jannus.org/employment](http://www.jannus.org/employment) and click on the job posting link to be directed to a secure application portal. If you are unable to submit the application through the electronic application process, please contact Jannus Human Resources at 208.336.5533 or [info@jannus.org](mailto:info@jannus.org). Applications will be accepted through August 16, 2020.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.*

**Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer**

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

**Rev 6-18-2019**