

**NORTHEASTERN PENNSYLVANIA ALLIANCE
NEPA**

JOB DESCRIPTION

POSITION TITLE: Accountant
DIVISION: Administrative Services
SUPERVISOR: Vice President, Administrative Services/CFO
EFFECTIVE DATE: March 30, 2026
FLSA STATUS: Exempt
PAY GRADE: Specialist

GENERAL DESCRIPTION:

The Accountant is a full-time, salaried, exempt, position within the Administrative Services Division. The Accountant works under the supervision of the Vice President of Administrative Services/CFO and performs general accounting and other duties as assigned by the Vice President of Administrative Services/CFO.

ESSENTIAL FUNCTIONS:

1. Ability to perform accounting functions for all NEPA and subsidiary financial activities.
2. Ability to review and record cash disbursements and receipts into the accounting software system and post them into the accounting system.
3. Ability to operate accounting software programs to accomplish management of NEPA and subsidiary finances.
4. Ability to prepare checks for all accounts payable and post to the ledger and ensure validity of payment requests.
5. Ability to secure signatures on checks, contracts, and accounting documents.
6. Ability to interact with financial institutions regarding the establishment of new accounts, maintenance of existing accounts, and reconciling of accounts.
7. Ability to summarize and maintain documentation for in-kind service contributions for application to grant match amounts.
8. Ability to prepare quarterly and annual loan reports required by funding agencies.
9. Ability to prepare reports and invoices for Federal and State agencies for compliance with requirements.
10. Ability to assist in the annual membership campaign, monitor response rates, prepare invoices and letters, follow-up on non-renewals, and maintain mailing list of members.
11. Ability to prepare monthly loan payment authorizations and ensure deposit is made into appropriate bank accounts.

12. Ability to prepare monthly Revolving Loan Fund Report.
13. Ability to assist in human resources functions and maintain vacation accrual records.
14. Ability to assist the independent auditor by providing information required for the preparation of the annual audit and IRS Form 990.
15. Ability to understand and apply complex regulations of Federal and State agencies related to accounting, finance, and grant programs.
16. Ability to operate office equipment including, but not limited to personal computer, printer, computer programs, copier, fax machine, and telephone system.
17. Ability to operate an automobile to purchase supplies, deliver documents, or attend offsite conferences or meetings.
18. Ability to tolerate long periods of time sitting and working at a desk or computer in an office environment.
19. Ability to seek proposals on various NEPA purchases and furniture and negotiate with vendors to achieve the best value for NEPA.
20. Ability to maintain equipment inventory and depreciation records of equipment.
21. Ability to perform all other duties as assigned by the Vice President of Administrative Services/CFO and/or the President & CEO.

ADDITIONAL FUNCTIONS:

1. Ability to operate an automobile and travel by various transportation means overnight to meetings, conferences, trainings, events, and to work, as required, and to work some evening and weekend hours in support of programs and events.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Accounting.
2. Minimum of one (1) year experience in accounting is preferred, but not required, preferably with a non-profit or governmental organization.
3. Excellent oral and written communication and organizational skills required.
4. Computer proficiency required.
5. A valid Pennsylvania driver's license is required, or the ability to attain one.
6. Real ID or passport is also required.
7. Must be legally employable in the United States.
8. Must be able to submit to and pass personal background clearances.