



## **Part-Time Accounting Specialist – Nonprofit Organization**

**Agency Description:** CASA Youth Advocates, a 501(c)(3) nonprofit organization located in Media, PA, is seeking an experienced part-time Accounting Specialist for an onsite position, with an estimated weekly commitment of 20-25 hours (hybrid upon completion of probation).

Our mission is empowering community volunteers to connect with and champion children and youth involved in the child welfare system, advocating for equity, resources, stability and permanency.

CASA's primary revenue comes from individuals, corporations, foundations, and government grants. As the administrative lead for a state contract, CASA also manages pass-through funding to multiple organizations.

**Position Overview:** The Accounting Specialist is responsible for maintaining accurate financial records and ensuring compliance with accounting principles, government regulations, and grant requirements. The role involves managing day-to-day financial transactions and general ledger, such as payroll, accounts receivable (A/R), accounts payable (A/P), and grant management & invoicing. The Accounting Specialist will work closely with the Executive Director, Operations Director and Financial Management Consultant to ensure accurate and efficient financial operations.

### **Key Responsibilities:**

#### **Financial Transaction Management:**

- **Transaction Processing:** Process all routine financial transactions, including Accounts Receivable (A/R), Accounts Payable (A/P), employee reimbursements, cash receipts, and electronic payments, ensuring accuracy and timely recording.
- **Payroll Management:** Administer payroll through the payroll system, input payroll data into the accounting system, and reconcile contributions to retirement accounts.
- **General Ledger Maintenance:** Accurately and promptly record journal entries in the general ledger system, covering revenue, expenses, payroll, benefits, and other financial activities. Ensure the general ledger is regularly updated and all accounts remain accurate and relevant.
- **Fund Classification and Management:** Ensure that all revenues are recorded to the appropriate fund classifications, maintaining accurate records of restricted and unrestricted fund balances.
- **Financial Record Keeping:** Maintain comprehensive and accurate financial records, including entering journal entries, tracking insurance policies, and overseeing workers' compensation audits.

## Month-end Close:

- **Month-End Journal Entries:** Record all necessary month-end journal entries based on external statements, ensuring that all transactions, including accruals, are properly documented.
- **Credit Card Reconciliation:** Collect and reconcile staff credit card transactions to ensure accuracy and completeness
- **Bank Reconciliation:** Perform bank account reconciliations to verify that bank and book balances align. Research and address any discrepancies.
- **Balance Sheet Account Reconciliation:** Reconcile accounts such as Accounts Receivable (A/R), Accounts Payable (A/P), and other balance sheet accounts. Make appropriate adjusting journal entries and address any discrepancies in coordination with the Executive Director, Operations Director and Financial Management Consultant.
- **Close the month:** Close the month in the accounting system to prevent further entries from being recorded, once approved by the Operations Director.

## Grant Management & Invoicing:

- **Budget Monitoring:** Create budget codes in QuickBooks and track expenses related to grants.
- **Grant Revenue Recording:** Ensure proper recording of grants and collaborate with the development team to reconcile and record pledged donations.
- **Grant Invoicing:** Create and submit invoices to grantors on a regular basis, ensuring detailed records of grant expenditures are maintained in the accounting system.
- **Partner Agency Support:** Serve as the financial point of contact for partner agencies, managing documentation, timesheets, receipts, and disbursements.
- **Grant Compliance:** Ensure adherence to grant requirements, including accurate recordkeeping, deferred liability recognition, and compliance during grant audits.

## Human Resources & Benefits Management:

- **Employee Onboarding/Offboarding:** Collaborate with the Operations Director and Office Manager to onboard and offboard employees, including enrollment in payroll and benefits services.
- **Payroll and Benefits Liaison:** Act as the point of contact for payroll services and benefits providers.
- **Timesheet Management:** Oversee timesheet reporting, ensuring proper completion and reconciliation of hours by funding source.
- **403b Plan Administration:** Assist with managing the 403b retirement plan, including reporting and employee enrollments.

## Other Responsibilities:

- **Expense Allocations:** Ensure that all expenses are accurately allocated across various programs using a consistent and appropriate allocation methodology.
- **Document Management:** Maintain an organized and efficient digital filing system for financial records and assist in developing and implementing accounting procedures.
- **Audit Preparation:** Assist the Financial Management Consultant in preparing for annual audits by providing general ledger support and compiling necessary backup documentation.

- **Compliance:** Ensure adherence to federal, state, and local accounting regulations, including the collection of W-9 forms and management of annual 1099 and W-2 filings.

### **Qualifications:**

- **Relevant Experience:** At least five years of relevant bookkeeping experience, preferably in a nonprofit setting.
- **Technical Skills:** Proficiency with QuickBooks and Microsoft Office Suite (Word, Excel, Outlook, Teams). Strong knowledge of accounting principles and nonprofit financial practices.
- **Grant Management and Invoicing:** Experience with tracking and managing both restricted and unrestricted grants.
- **Independence:** Ability to work independently while managing competing deadlines and priorities.
- **Organizational and Problem-Solving Skills:** Excellent organizational skills, attention to detail, and the ability to manage multiple priorities.
- **Communication:** Strong verbal and written communication skills, with the ability to effectively interact with staff, funders, and external partners.
- **Payroll & Benefits:** Experience with payroll systems, benefits management, and HR- related financial activities.

### **Additional Skills (Preferred):**

- Familiarity with PCCD grant requirements is a plus.
- Experience managing 403b retirement plans and related reporting.

Successful completion of FBI fingerprint clearance, Pennsylvania Child Abuse History clearance, and Pennsylvania State Police background check is a condition of employment, and must be completed prior to first day or employment.

**Supervision:** This position reports directly to the Operations Director and collaborates with the external Financial Management Consultant.

**Location:** The position is based in CASA's Media office with flexibility for remote work upon completion of probation period.

**Compensation:** \$32-37 per hour commensurate with experience

**To apply:** Submit resume to [mkhoward@delcocasa.org](mailto:mkhoward@delcocasa.org) or apply on-line via Indeed.

*CASA Youth Advocates serving Delaware and Chester counties does not discriminate on the basis of race, color, religion (creed), gender, sexual orientation, gender identity or expression, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations.*

*The diversity of our staff is critical to fulfilling our mission and demonstrating our values. We are committed to actively recruiting and hiring from communities most impacted by our work and we strive to create affirming and inclusive workplace spaces. Applicants of all backgrounds and experiences are encouraged to apply and to self-identify during the application process.*