



JOB DESCRIPTION

151 W. 40th Street
Tucson, AZ 85713

Job Title:	Accountant
Reports To:	Accounting Manager (CFO in Accounting Manager's absence and training period)
FLSA Status:	Full-time, Non-exempt

JOB SUMMARY

The Primavera Foundation is a non-profit agency that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Reporting to the Accounting Manager, the Accountant is responsible for various accounting tasks which may include accurate and timely vendor invoice processing, general ledger account activity, and funder expense reimbursement billing. The Accountant will work collaboratively with the Accounting Manager to ensure that the organization has systems and procedures in place to ensure smooth month-end closings, and timely, reliable financial reporting. The successful candidate will be a detail-oriented team player with the ability to work independently in a fast-paced environment. This individual must be able to balance between a methodical, system-oriented approach and a sense of urgency/adaptability to change, while being driven to contribute to the success of Primavera's finance/accounting team.

GENERAL DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the Accounting Manager and/or CFO):

- Accounts Payable Processing:
 - Review accounts payable batches for accuracy as to line of business, department, GL accounts, grant, fund, activity code and category.
 - Generate verified AP batches.
 - Cut checks and coordinate check signing with Senior Leaders
 - Prepare audit duties related to cash disbursements
- Grant Funder Invoicing:
 - Collaborate with other finance staff to compile monthly grant invoice support documents for Accounting Manager review.
- Tenant Transactions Processing:
 - Collaborate with Chief Asset Officer for confirmation of completed tenant transactions and import finalized transactions into the accounting system.
 - Review account coding of the imported JV entries to ensure accuracy of the GL account, line of business, department and property.
- Re-occurring Journal Entries Processing:
 - Review each entry to ensure accuracy as to line of business, department, activity code and grant. Update entries as necessary for changes in staffing, programs or properties.
 - Create new entries, typically annually, for payment renewals or new annual payments.
- Work collaboratively with the Accounting Manager & CFO to close out month end activity. Prepare journal entries as needed.
- Perform backup duties and other responsibilities as needed
- Bank and other Account Reconciliations:
 - Prepare cash and investment account reconciliations and necessary journal entries for fees, charges, interest and gain or loss. Research and resolve outstanding checks aged older than 60 days.
 - Related to tenant transactions, reconcile general ledger accounts to the property management software transactions, by property.
 - Related to donations, reconcile general ledger accounts to donor database software transactions.

- Review for reasonableness and/or reconcile other assigned general ledger accounts.
- Work collaboratively with finance staff and property management staff to resolve issues and /or items not processed.
- Related to accounts payable, cut checks and coordinate check signing with Senior Leaders
- Post verified accounts payable batches

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with general accounting principles, practices, and procedures
- Proficiency with computerized accounting systems and spreadsheet applications in business office setting
- Demonstrated proficiency using Microsoft Office products, including Outlook, MS Word, Excel
- Excellent time management skills to organize and prioritize work, perform multiple tasks, and meet deadlines
- Strong analytical, problem-solving, and process-improvement skills
- Effective interpersonal communication skills, to ensure productive outcomes with colleagues, business partners, and agency participants
- High sense of detail-orientation, accuracy, follow-through, teamwork, and accountability
- Commitment to demonstrating and adhering to Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership
- Ability to maintain confidentiality with all data, information, and records

MINIMUM QUALIFICATIONS

- B.S. in Accounting, equivalent work experience or a combination of the two
- A demonstrated knowledge of GAAP and increased responsibility in the recording, maintenance and reconciliation of general ledger account balances and the related internal controls

PREFERRED QUALIFICATIONS

- Two + years of experience working in business accounting role(s) general ledger account balances and the related internal controls
- Accounting experience in a complex non-profit organization
- Experience/proficiency with Abila (Sage) MIP accounting software

PHYSICAL ENVIRONMENT/CONDITIONS

- Office cubicle or shared office environment, with moderate level of interaction and office noise.
- Ability to work seated at work station for minimum of four hours per day, with intermittent standing, walking, bending stooping
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter and resume via email to jobs@primavera.org.