



## Accountant 2026 Job Description

### **Scope and Position Responsibilities**

The Accountant serves as a key member of the CrossPurpose Finance Team, responsible for maintaining accurate financial records, supporting month-end closes, handling day-to-day transactions, and ensuring compliance with accounting standards. This role provides essential financial information that helps leadership make informed decisions in a fast-paced, growth-oriented organization.

Department: Finance

Reports to: Manager of Accounting

Direct Reports: 0

### **Key Responsibilities**

- Accounting and GAAP compliance
- Transaction processing within a multiple-entity ERP (Sage Intacct)
- Month-end processes: reconciliations, journal entries, and close
- Cross-functional support

### **Accounting**

- Maintain accounting controls by following existing policies and procedures and recommending new adjustments.
- Comply with federal, state, and local financial and legal requirements.
- Maintain financial security by following internal controls.
- Maintain donor confidence and protect operations by keeping financial information confidential.

### **Transaction Processing Responsibilities**

- Document financial transactions, including entering financial data, preparing and posting journal entries, and checking figures, postings, and supporting documents for accuracy
- Review A/P requests and substantiating documents, and ensure expenses are recorded to the proper accounts.
- Prepare payments by verifying documentation and requesting disbursements.
- Receive and deposit paper checks, electronic donations, and any A/R appropriately into the ERP and donor database
- Assist with processing payroll and related procedures.
- Organize and maintain financial records within primary and backup systems

### **Month-End Responsibilities**

- Assist with reconciling bank and credit card statements, balance sheet accounts, and donations.
- Assist with reconciling financial discrepancies by collecting and analyzing account information
- Assist with preparing, examining, and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Create adjusting and closing journal entries, such as accruals, functional expense allocations, etc

### **Additional Responsibilities**

- Communicate to internal and external stakeholders effectively and positively, which reflects CrossPurpose's values.
- Assist with preparation for an annual audit
- Assist with annual giving statement and 1099 tax document disbursement
- Support special projects as needed
- Other duties as assigned

### **Qualifications**

- Deep passion for the CrossPurpose mission and values.
- 2+ years of Accounting / Bookkeeping experience
- Bachelor's degree highly preferred
- Proficiency in Microsoft Office is required
- Experience with Sage Intacct, Salesforce, Emburse (Certify), FoundationUp, and Google Suite preferred
- Ability to become proficient quickly in new software.
- Strong written and verbal communication skills.
- Detail-oriented and organized, must be excellent with follow-up and follow-through.
- Ability to work in a team environment.
- Ability to solve problems, multitask, complete work on time, and work independently.

### **Hours, Compensation, and Benefits**

**Hours:** 40 - 50 hours/week: Monday through Friday, occasional other hours as scheduled.

**Salary Range:** \$62,500 - \$81,000, based on experience and education (Accountant I or II)

**Vacation:** 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

**Sick Days:** 6 days per year.

Insurance Benefits: Health, dental, vision, workers' compensation, unemployment, short-term disability, and long-term disability.

These and other benefits are discussed in more detail in our Employee Handbook.