



Providence House, Inc.

Position Description

STAFF ACCOUNTANT

Providence House Mission Statement

Providence House keeps kids safe and families together,
embracing them with support to enhance stability that strengthens communities.

Reports to: Senior Accountant

Major Functions: The Staff Accountant is responsible for accurate and timely accounting activities in support of the organization's financial reporting, reconciliation, and reporting of the organization's revenue and cash receipt activities. This position performs general ledger accounting, reconciliation, month end process support, and manages various accounting processes including revenue and cash activity, accounts receivable, accounts payable, and other general ledger transactions. Prior experience with donations, pledges and restricted funds is preferred. Position works closely with Senior Accountant, CFO, External Relations and other departments, the Staff Accountant helps ensure transactions are properly documented, recorded, reconciled, and reflected in the General Ledger.

Locations: Primary: *Providence House East Campus – 11801 Buckeye Road, Cleveland*
Secondary: *Providence House West Campus – 2050 W. 32nd Street, Cleveland*

Salary Range: \$50,000-\$75,000

Essential Duties and Responsibilities:
▪ Perform general ledger accounting for assigned areas, ensuring transactions are accurate, complete, and properly documented
▪ Reconcile accounts (e.g., bank accounts, balance sheet accounts, and other assigned accounts) and investigate discrepancies in a timely manner.
▪ Process and account for cash receipts, checks, ACH transactions, stock gifts, donation batches, and other revenue activity, maintaining appropriate supporting documentation and controls.
▪ Maintain internal accounting records and reconcile pledges receivable and related billing activity, temporarily restricted funds and related expenditures, grants, donor programs and other revenue generating activities.
▪ Assist with accounts payable and payment processing support as assigned, including reviewing invoices and maintaining supporting documentation.
▪ Prepare and/or support journal entries and account analyses related to assigned accounting areas.
▪ Assist with month-end and year-end close, including preparation of reconciliations, schedules and supporting workpapers, audit preparation, account analysis, and other accounting activities as requested.
▪ Collaborate with Finance, External Relations, Social Work, and other departments to ensure accurate financial information and effective accounting processes.
▪ Identify discrepancies and opportunities for process improvement and perform other accounting duties and special projects as assigned.
▪ Provide backup support for critical Finance and accounting functions and perform other duties as assigned.
General Duties
▪ Effectively manage relationships with internal and external partners including donors, banks, auditors, and other financial service providers
▪ Undertake other projects as requested by the CFO or Treasurer
▪ Partner with External Relations to support fundraising initiatives, donor engagement, and events that advance philanthropic support for the organization
▪ Participate as directed in Providence House special events as well as fundraising and community events
▪ Demonstrate cultural competence and a commitment to diversity, equity, and inclusion in interactions with clients, staff, community partners, donors, and other stakeholders

Education and Experience

- Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education and relevant accounting experience.
- Typically 2–5 years of progressively responsible accounting experience; candidates with a different combination of experience and demonstrated capability will be considered.
- Nonprofit and fund accounting experience preferred.
- Experience with accounting and database software; Blackbaud Financial Edge and Raiser's Edge experience preferred.
- Strong Microsoft Excel skills.

Knowledge, Skills, and Competencies

- Strong understanding of accounting principles, general ledger accounting, and account reconciliations.
- Strong analytical skills, attention to detail, and commitment to accuracy.
- Ability to manage recurring deadlines, organize supporting documentation, and independently research discrepancies.
- Effective written and verbal communication skills and ability to collaborate across departments.
- High degree of integrity, sound judgment, adaptability, and ability to appropriately handle confidential financial information.

Position Type/Expected Hours of Work

This is a full-time, exempt position. Typical hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work may be required.

Work Environment & Physical Requirements

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, telephones, fax machines, printers/copiers/scanners, and surveillance cameras. The role primarily involves sedentary work, requiring extended periods of sitting, with occasional walking and standing. Visual acuity is necessary for close-up work on computer screens.

Physical Requirements: Candidate must be able to lift up to 40 pounds without restriction, bend at the waist, grasp, handle, and lift weight overhead, and have mobility in sitting, kneeling, and climbing stairs, which may be required in daily course of work activities.

EEO Statement

Providence House is committed to promoting a diverse environment and is proud to provide equal employment opportunities to all individuals regardless of their race, color, religion, creed, gender, age, sexual orientation, national origin, disability, marital status, veteran status, genetic information or any other characteristic protected by federal, state, or local law. In addition, reasonable accommodations for qualified individuals with disabilities may be made to perform the essential functions of the job.

Signatures

This job description has been approved by all levels of management:

Manager			
Signature		Date	
Printed Name		Title	

Human Resources			
Signature		Date	
Printed Name		Title	

Employee			
<i>Employee's signature below acknowledges their understanding of the responsibilities, essential functions, and duties associated with this position.</i>			
Signature		Date	
Printed Name			