



18000 West 9 Mile Road, Suite 450, Southfield, MI 48075
(248) 250-9304

Job Title: **Financial Accountant**
Reports to: Director of Finance
Job Status: Full-Time
Location: On-site, Southfield, MI

Summary

Founded in 2002, Beyond Basics is a 501(c)(3) nonprofit working to eradicate illiteracy, transforming the lives of students, and creating stronger communities. Our one-on-one, multisensory tutoring program helps students achieve grade-level proficiency in reading in an average of six weeks. In addition to our structured literacy interventions, we cultivate curiosity and encourage a love of lifelong learning with fine arts activities that expand horizons.

The Financial Accountant position will be responsible for performing organization financial and accounting tasks for Beyond Basics. Reporting to the Director of Finance, the Financial Accountant responsibilities include budgeting, performing internal analyses, maintaining accounting standards, internal controls and financial records. The Financial Accountant will act as a consultant for senior managers, conducting cost and revenues analyses, and monitoring/reporting on current financial position. The ideal candidate will be comfortable handling a high volume of tasks, with strong organizational skills, an eye for detail and a team-focused attitude.

Duties and Responsibilities

- Maintain and monitor financial data (e.g. revenues and liabilities)
- Analyze financial trends - budget to actual analysis, and forecasting
- Maintain permanent file, corporate documents, and lead schedules
- Prepare budgets (for the entire organization, by department, by grant/proposal)
- Monitor and report on accounting discrepancies
- Perform/review month-end and year-end close processes in conjunction with team
- Prepare specialized accounting reports for Executive team
- Perform analyses of data (e.g. program, development, HR, and other)
- Complete financial research, and create reports
- Other financial or administrative duties as required

Education and Skills Requirement

- Bachelor's degree in accounting, business, finance, or a related field
- Proven work experience as a Financial Accountant or similar role
- Advanced knowledge of MS Excel, accounting software, and Microsoft Office suite
- In-depth understanding of business bookkeeping procedures
- Solid knowledge of accounting regulations
- Excellent math skills with an attention to detail
- Ability to prioritize daily, monthly and quarterly tasks
- Confidentiality

Work Environment

This position operates on-site in an office environment.

Physical Demands

While performing the duties of this job, the employee must regularly sit and use hands as well as talk and hear. Specific vision abilities required by this job include close vision and ability to focus on computer and documents. This position requires light filing. This position may require the ability to lift and move items.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description is intended to describe the essential functions of and requirements for the successful performance of this position. It is not to be interpreted as an exhaustive statement of duties, responsibilities or requirements of this position, nor is it intended to limit the authority of any manager to assign and direct the activities of employees.