

## **Job Description DRCWM Accountant**

### **About the Position:**

The Dispute Resolution Center of West Michigan is seeking a part-time accountant to work variable weekly hours to meet the monthly reporting, quarterly reporting, and project needs averaging 30-40 hours a month. Benefits include paid leave time. The bookkeeper will work with the Executive Director (ED) to create and maintain accurate and valuable financial records. In addition to traditional bookkeeping activities, there will also be donor management, PTO tracking, and other data management responsibilities. This position will be a hybrid with some work in person at our office in downtown Grand Rapids and some work that can be done remotely.

### **Responsibilities:**

- Utilize QuickBooks to
  - Issue checks and record receipts
  - Establish coding structures to enable various reporting needs, including grant accounting that accommodates multiple grants, an endowment fund and more
  - Maintain records of financial transactions by posting and verifying
  - Reconcile entries including bank reconciliations
  - Maintain the General Ledger
- Recommend bookkeeping policies and procedures to the ED and Board including
  - Advising on compliance needs and internal controls
  - Assisting in regular review and update of financial policies
- Generate accurate, useful and timely financial reports for the ED and the Board and to monitor the financial condition of the DRCWM
  - Preparing a trial balance for the ED, Board and outside accountants
  - Monitoring for variances from the projected budget
  - Provide data to accountants as needed for 990 and other reporting
  - Monthly Accounts Payable and Accounts Receivable aging reports
  - Monitoring reserves; run ratio analysis
- Partner with the Executive Director in matters pertaining to finance and data management
  - Assist the ED with financial aspects of grant applications
  - Assist ED with grant reporting and draws
  - Partner with the ED to generate a proposed annual budget
  - Assist ED with cash management
- Other Duties
  - Work with outside auditors
  - Lead PTO monitoring efforts and assist the ED with payroll processes
  - Monitoring and proper recording of credit card expenses

- Donation tracking & thank yous
- Creating and maintaining a donor database
- Other data collection and management

**Requirements and Skills:**

- Associate degree in accounting or a minimum of 16 hours of accounting, finance or related coursework and pursuing a post-secondary degree.
- Strong excel skills required
- Understanding of GAAP required
- Bookkeeping software experience required; Previous experience with QuickBooks strongly preferred
- Database experience preferred
- Previous nonprofit or grant bookkeeping experience preferred
- Previous nonprofit and/or grant writing experience or training preferred

**Submit**

- Cover letter
- Resume
- Transcripts showing accounting course work
- Via email to: [cgilman@drcwm.org](mailto:cgilman@drcwm.org)

**Pay Range:** \$18-25/hour based on experience, training, and skills

**About the DRCWM:**

The Dispute Resolution Center of West Michigan is a nonprofit organization. Our mission is to foster peaceful communities through the development of improved communication skills, restorative practices, and healthy conflict resolution. We're part of a network of Michigan community mediation centers that help people resolve conflicts either outside of or in conjunction with courts. We help people learn how to communicate and work together to peacefully resolve disagreements.

Our funding comes from grants, service contracts, and fees. Donations from generous individuals in our community also help fund our programs and allow us to provide mediation free of charge to low-income residents.

The DRCWM serves Kent, Ionia, Lake, Montcalm, Mecosta, Newaygo, and Osceola Counties. Cases come to us directly and through the court. Parties may choose to start with mediation before filing a case in court and contact us directly; or the judge may suggest or order mediation.