

FIRST CALL JOB DESCRIPTION

Title: Accounting Associate
Department: Administration
Report to: Chief Financial Officer

Why First Call?

First Call's values of person-centered service, community, collaboration, and kindness are foundational for the agency's focus on accessibility, commitment to data-driven practice, and diversity, equity, and inclusion (DEI) as we work toward our mission to reduce the impact of alcohol, drugs and addiction by providing quality resources for individuals, families, and the community.

Position Summary

The Accounting Associate assists with all day-to-day accounting functions and preparation of monthly financial reports; works closely with the CFO and Chief Development Officer to develop grant proposals and budgets.

Major Functions

1. Use fund accounting principles to record journal entries in the accounting software for all transactions.
2. Assist with the day-to-day activities of accounts payable, accounts receivable, payroll, and fixed assets.
3. Assist in preparation of agency, program, and grant budgets.
4. Prepare financial reports for outside agencies and funders to demonstrate how funds were utilized.
5. Assist with all elements of employee benefits, including employee support during enrollment process and invoice review to ensure billing accuracy.
6. Assist in processing payroll and submitting contributions to the retirement plan in a timely manner.
7. Interface with outside audit firm(s).
8. Some in-town and out-of-town travel may be required to complete position responsibilities.
 - a. Work hours **will** include some weekend and evening activities.
9. Other duties as deemed appropriate for the fulfillment of the mission of First Call; including but not limited to backup crisis call coverage or front desk coverage.

Knowledge and Critical Skills/Expertise

1. Bachelor's Degree (B.A. or B.S.) from four-year College/University or two or more years of related experience and/or training
2. Specific skills needed for this job: project management, meeting deadlines, setting priorities across multiple projects, excellent communication skills, demonstrated comfort with technology, ability to read, analyze, and interpret general business forms, ability to calculate figures and amounts for bookkeeping, payroll and budgets

Working Conditions

1. The First Call main office is open to the public from 9 a.m. to 5 p.m., Monday-Thursday, with remote work and a closed building on Fridays. Employees are given up to 1 hour for lunch and/or breaks each day. First Call values flexibility; as such, employee schedules and locations for work throughout the week will be determined by the needs of their position and set in consultation with their direct supervisor.
2. This is a part-time position with 20-24 hours per week.
3. Specific conditions needed to meet job duties include access to reliable personal transportation and access to reliable internet for at-home work days.
4. First Call provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

5. First Call's Commitment to Diversity: First Call Staff and Governing Board reflect our region's diversity and understand that treatment of substance use and mental health disorders in the United States has been adversely impacted by systemic racism and stigma. First Call is committed to cultivating and preserving a culture of inclusion, mutual respect, support, and connectedness. In recruiting for its team, First Call welcomes the unique contributions that individuals can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.

Benefits

Salary Range: \$20,000 - \$25,000

At First Call, we recognize that a comprehensive, whole-person employee benefits plan for our staff is key to providing our clients with the quality care and treatment they need. Our staff benefits and perks plan is designed to provide tools to help promote health, wellbeing, balance, and safety in each area of life. We offer a hybrid (in office & work from home) schedule as well as flexibility in scheduling for better work/life balance.

Our benefits plan focuses on six key areas - Equal Opportunity Employment and a DEI-focused environment, generous paid time off, 13 paid holidays, employee health & wellness, personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.