



BIRMINGHAM CIVIL RIGHTS INSTITUTE

The Birmingham Civil Rights Institute (BCRI), founded In 1992 was Inspired by Rev. Fred L. Shuttlesworth. BCRI Is an educational, cultural, and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham, Alabama. BCRI is a part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present, and foster racial equality and civil and human rights for present and future generations.

Position: Financial Accountant

Reports to: VP of Finance and serves as an Individual Contributor

FLSA Exemption Status: Exempt or Non-Exempt? Exempt

Work Hours: 8am-5pm M-F 9 am – 5:30pm

Salary Range: \$60-70K

Overview:

The Financial Accountant assists the VP of Finance and Operations and is responsible for a variety of bookkeeping functions for the Institute. Responsibilities for this role include cash receipts, accounts payable, payroll, general ledger journal entries, financial reporting, bank reconciliations, etc. The Financial Accountant is also responsible for various administrative functions, such as mailing, filing, staff contact for Finance Department, and assisting the VP of Finance and Operations and Executive Team. The Financial Accountant assists in providing documentation requested as a part of the annual audit.

Objectives for this Role:

- Supervises the handling of all cash receipts, which includes the daily count of all cash drawers and inputting daily cash receipts for data entry into the general ledger
- Reconcile weekly cash receipts based on department reports (moved location)
- Handle all accounts payable, which includes invoice input, vendor maintenance, and processing payable checks
- Work with integrity and maintain confidential information
- Support the production of accurate and timely financial information, including general ledger journal entry creation and statement preparation
- Perform month-end bank statement reconciliation and reconciliation of general ledger accounts
- Perform vendor statement reconciliation and prepares and distributes 1099 forms at year-end
- Work with HR as directed to support basic human resources reporting requirements as needed
- Support other departments and their accounting needs as directed
- Other duties as assigned by VP of Finance and Operations

Qualifications (Required and Preferred)

- Individual must have an education or training equivalent to an Associate degree and 3 years experience working in a related field.
- Knowledge of basic accounting and finance principles.
- Excellent communication skills, both written and verbal, strong organizational skills, and effective time management are key to this position.
- Must be service oriented and willing to help others find solutions.
- Must be proficient in Microsoft Office software
- Must have knowledge of modern office practices, procedures, and records management

Physical Job Requirements: While performing this job the employee will be required to sit (80%), stand and walk (20%). Will be required to lift up to 20 pounds occasionally. Will be required to do close work with a computer monitor and perform repetitive hand movements.

This job description is to ensure that essential job functions and basic duties have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills or abilities.