



Birmingham Civil Rights Institute Job Description

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.

Job Title: Financial Accountant

Reports To: Vice President of Finance and Operations

FLSA Status: Exempt

Work Hours: 9:00am – 5:30pm M-F; as needed on weekends and special events

Job Summary:

Assists the VP of Finance and Operations and is responsible for a variety of bookkeeping functions for the Institute including but not limited to cash receipts, accounts payable, payroll, general ledger journal entries, financial reporting, bank reconciliations, etc. Responsible for various administrative functions, such as mailing, filing, acting as staff contact for Finance Department, and assisting the VP of Finance and Operations and Executive Team. Assists in providing documentation requested as a part of the annual audit.

Responsibilities:

- 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

Minimum Qualifications:

- Individual must have education or training equivalent to an Associate degree and 3 years' experience working in a related field
- BS degree with 2-4 years related experience preferred
- 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

Salary Range:

Physical Job Requirements:

While performing this job, the employee will be required to sit (80%), stand, and walk (20%) and may 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.

EEO Statement:

BCRI is an equal opportunity employer. All Applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Disclaimer:

This job description reflects essential job functions and basic duties of the job and is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, or abilities that may be required.