



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Title: Accountant

Location: Newport News

Component: Finance and Personnel

Summary/Objective: Manages the accounting function for a regional Community Action Agency, including general ledger maintenance, bank reconciliation, preparation and analysis of financial statements and reports.

Qualifications: Must have a Baccalaureate Degree in Business related field. CPA license required with 2 years of accounting or finance experience. Intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications. Strong analytical and problem-solving skills. Experience with accounting software. Excellent interpersonal skills to communicate effectively across the organization. Thorough knowledge of general ledger accounting and account reconciliation. Acceptable criminal background check and credit report.

Duties: Maintains financial records and accounts of budgetary expenses. Assists in preparing budgets for various programs. Performs close-out of accounting records upon termination of respective program grants/contracts. Analyzes and reconciles periodic trial balances including reconciling sub-ledger to the general ledger, verifying asset and equity balances. Works with external auditors, including the preparation of schedules, journal entries, account analyses and other work as necessary. Performs similar functions with program monitors. Prepares necessary financial reports to meet internal needs including monthly reports of budget status for distribution to component directors. Conducts periodic reviews of financial data generated by the accounting system and reviews financial reports to ensure completeness, accuracy and conformance with accounting principles and agency guidelines. Recommends and implements accounting methods and policies to ensure conformity with accounting principles and funding source guidelines. Accomplishes any task required to assist in the mission of the finance and personnel office.

Salary: Negotiable; Forty (40) hours per week with Benefits

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: <http://www.hrcapinc.org> to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume2@hrcapinc.org

Closing Date: Applications accepted until position is filled.