

POSITION DESCRIPTION  
**Accountant: Topeka Office**  
ERC/ RESOURCE & REFERRAL, doing business as  
Child Care Aware® of Eastern Kansas



**Posting date: January 4, 2021**

***About the position...***

The accountant of ERC Resource & Referral, Inc. oversees and implements all financial functions and processes for the agency. The position requires a college degree in accounting and a solid work history demonstrating experience in financial statement preparation, payroll processing, and accounts payable and accounts receivable processing. This is a full-time professional position, accountable to the Executive Director.

**ESSENTIAL FUNCTIONS** of the position:

1. Responsible for the system of internal controls.
2. Responsible for financial statement preparation and communication of results of operations. This includes preparing monthly accrual basis financial statements reflecting GAAP accounting with comparison to the prior year; maintaining the general ledger on the accrual basis; reconciling general ledger to subsidiary ledgers and supporting documentation at least quarterly; posting adjusting journal entries as necessary, and reconciling all grant reports to the general ledger.
  - a. Accurately perform all the accounting duties of the agency. This includes:
    - i. Banking: Cash deposits and disbursements kept current and posted to the general ledger in a timely manner, maintaining sufficient cash reserves to perform daily business, reconciling bank statements (savings and checking) at least monthly.
    - ii. Accounts payable: Processing all accounts payable for the agency weekly, meeting all deadlines.
    - iii. Accounts receivable: Maintaining an accurate record of accounts receivable, sending billing statements as appropriate.
    - iv. Payroll: Preparing payroll for agency every two weeks; preparing and remitting all appropriate payroll tax returns and taxes when due; preparing W-2's and 1099's.
    - v. Accounting for ERC Designers' Showhouse (DSH), including reconciliation of ticket sales to supporting documentation.
    - vi. Taxes, fees, and dues: In addition to payroll taxes, remitting all other taxes, fees, and dues including sales tax, resource, and referral license, 990, 5500, annual Shawnee County and Douglas County personal property tax returns,

annual report to Kansas Secretary of State, dues to various organizations, and others.

- vii. Budget: Working with the leadership team to prepare the agency's annual operating budget and assisting with budget preparation and projections for grant proposals.
  - viii. Audit: Working with the executive director and external audit firm to schedule annual audit, providing all requested documentation to ensure a smooth and transparent audit process.
3. Generate accurate and timely grant reports for all projects.
  4. Maintain up-to-date records of all activities and actions performed.
  5. Represent the agency in a positive and professional manner.
  6. Work effectively with all members of the ERC Administrative Team and the overall agency.

**OTHER DUTIES OR FUNCTIONS:**

7. Take minutes at meetings of the Executive Committee and Board of Directors.
8. Work cooperatively with staff and volunteers on specific aspects of the ERC Designers' Showhouse.

**SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION:**

1. Complete understanding and working knowledge of accrual accounting and GAAP.
2. Ability to maintain compliance by keeping a master calendar and completing all accounting functions by the due date, prioritizing all responsibilities and remit accurate work product, meeting all deadlines.
3. Ability to assess operational needs through timely recording of all deposits, disbursements, and timely reconciliation procedures.
4. High-level computer skills, including proficiency in accounting software, Microsoft Word, Excel, and Outlook.
5. Ability to articulate and effectively communicate, verbally, and in writing.

**OTHER REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE POSITION:**

1. Bachelor's degree in accounting.
2. Demonstrated successful work experience utilizing generally accepted accounting principles.
3. Pass the KBI/DCF registry check, required for all agency employees as part of our licensing process.

**WEIGHT LIFTING (OR OTHER PHYSICAL) REQUIREMENTS TO PERFORM THE DUTIES OF THE POSITION:**

1. Ability to sit at a desk eight hours per day.
2. Ability to visually see the computer screen and read printed material relevant to the duties of the position.
3. Ability to sit, stand, bend, and lift approximately 20 pounds.

**Salary & benefits:**

The typical full-time starting salary range for this position is \$50,000-\$75,000 per year, based on experience. ERC offers a generous benefits package which includes paid time off, paid holidays, cafeteria benefit plan, retirement plan with employer match, life insurance, and group health insurance for all employees working 30 hours per week or more.

**About the agency...**

ERC Resource & Referral, Inc. is a not-for-profit agency serving 33 counties in eastern Kansas. Established in 1978, the agency strives to provide meaningful, effective, high-quality programs and services to all who interface with our organization. Licensed by the Kansas Department of Health & Environment as a child care resource and referral agency, all services focus on ensuring that children get off to the best start in life. We work with child care providers and teachers by offering professional development, coaching, and access to resources that help them improve the quality of care offered. We also serve as the Kansas Parent Resource Center, helping families locate and choose child care that meets their family's needs and providing families with access to information and supportive resources. We value teamwork and strive to hire highly qualified people who share our passion for the agency's mission!

**Mission statement:**

ERC Resource & Referral, doing business as Child Care Aware® of Eastern Kansas, supports the healthy development of young children by improving access to high-quality child care options and educational resources for families and early childhood professionals.

**Hiring process and timeline:**

Qualified, interested candidates are encouraged to submit a resume and cover letter to:

Reva Wywadis, Executive Director  
Child Care Aware® of Eastern Kansas  
1100 SW Wanamaker Road, Suite 201  
Topeka, KS 66604

Email submissions may be sent to: [reva@east.ks.childcareaware.org](mailto:reva@east.ks.childcareaware.org). Submissions and inquiries are confidential, and receipt will be acknowledged. Interviews will be conducted in mid/late January, with the goal of completing the hiring process and having the selected candidate on board by mid/late March.