 Kentucky Association of Sexual Assault Programs, Inc.

 Job Description

 **Accounting Specialist**

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| **Job Title:**  |  Accounting Specialist  |
| **Salary Range:**  |  $40, 000-$50,000 |
| **Anticipated Start Date:**  |  September 15, 2021 |
| **Reports to:**  |  Accountant/Administrator   |

**KASAP’s Values:**

We are committed to serving all survivors and working toward the prevention of sexual violence. KASAP and its member programs do not discriminate against anyone on the basis of disability, sexual orientation, gender, religion, race, color, national origin, immigration status, incarceration, age, socioeconomic status, level of education, language proficiency, veteran status, political affiliations, or type of sexual victimization. Whether the violence occurred recently, years ago, or is still happening, we are here to help. All are welcome.

We acknowledge that sexual violence does not happen in a vacuum; it impacts different groups in different ways. We also recognize that each individual survivor and community member come to our programs with diverse backgrounds and multi-layered identities that affect their access to medical and sexual assault services, experience with the Justice system, needs, and feelings of safety. As service providers, we are committed to meeting people where they are and working to ensure that our services are inclusive and responsive to the real needs of survivors.

**Benefits and Workplace Culture**

We are committed to creating an environment in which staff members from diverse backgrounds can get what they need to thrive. We offer medical, dental, and vision benefits, flexible holidays (PTO), vacation time, a hybrid work schedule, and other benefits. A new employee can expect to work with minimal supervision independently after training and within a team structure. KASAP will make all reasonable accommodations to ensure staff have an accessible work environment.

**Job Summary**

The Accounting Specialist is responsible for assisting the Accountant Administrator and the rape crisis centers in insuring that all funding is monitored, all documentation is adequate and accurate, as well as compliant with federal and state guidelines.

**Reports to**

Accountant/Administrator

**Job Duties and Responsibilities:**

* Enter, track, and monitor grant expenditures of Kentucky’s 13 Regional Rape Crisis Centers
* Ensure Kentucky’s Regional Rape Crisis Centers comply with both federal and state grant guidelines
* Enter accounts payable and accounts receivable
* Reconcile bank and credit card statements
* Assist with preparation for annual audit and grant reviews
* Provide support to the Accountant/Administrator as needed
* Other accounting and administrative responsibilities as needed

# Job Requirements:

*Education and Experience*

* Bachelor’s Degree in accounting with at least five years of experience preferred. A combination of education, training, and experience resulting in demonstrated competency to perform the work may be substituted

*Knowledge, Skills and Abilities*

* Must be detail oriented
* Must be proficient in Microsoft Excel
* Must be proficient in QuickBooks
* Must be organized and have good problem solving and analytical skills

*The ideal candidate would also have*

* Nonprofit experience
* Audit experience
* Experience with state and federal grant requirements

Due to COVID-19, all staff are currently working from home.

**How to Apply**

Please submit a cover letter, resume, and three professional references to KASAP's Executive Director via email at erecktenwald@kasap.org with the subject “Accounting Specialist Search.”

**Timeline**

The anticipated start date for this position is September 15, 2021. Applications will be accepted until August 31, 2021. Applicants selected for an interview will be notified by September 1, 2021. Interviews will be conducted remotely.

**KASAP is an equal opportunity employer. We value and strive to cultivate a diverse and inclusive work environment. KASAP does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity or presentation, political ideology, age, creed, religion, ancestry, national origin, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered**.